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MIMEOGRAPHING AND MULTIGRAPHING

REPORTS

157
1341

SUBMITTED TO THE

Joint Committee on Printing

SIXTY-SIXTH CONGRESS

SECOND SESSION

IN COMPLIANCE WITH

Section 11 of Public Act No. 314, 65th Cong.

Part 1—DISTRICT OF COLUMBIA

Printed for the use of the Joint Committee on Printing

WASHINGTON
GOVERNMENT PRINTING OFFICE
1920

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CONGRESS OF THE UNITED STATES.

JOINT COMMITTEE ON PRINTING.

REED SMOOT, Senator from Utah, *Chairman.*
EDGAR R. KIESS, Representative from Pennsylvania, *Vice Chairman.*
GEORGE H. MOSES, Senator from New Hampshire.
MARCUS A. SMITH, Senator from Arizona.
ALBERT JOHNSON, Representative from Washington.
JAMES V. McCLINTIC, Representative from Oklahoma.

GEORGE H. CARTER, *Clerk.*

Committee Room No. 69, Capitol, Ground Floor, West. Phone: Main 3120, Branch 49.

AUTHORITY.

[Section 11 of Public Act No. 314, Sixty-fifth Congress, approved Mar. 1, 1919.]

The Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications:

Provided, That hereafter no journal, magazine, periodical, or other similar publication shall be printed and issued by any branch or officer of the Government service unless the same shall have been specifically authorized by Congress, but such publications as are now being printed without specific authority from Congress may, in the discretion of the Joint Committee on Printing, be continued until the close of the next regular session of Congress, when, if authority for their continuance is not then granted by Congress, they shall not thereafter be printed:

Provided further, That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive office, the judiciary, and every executive department, independent office, and establishment of the Government shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District.

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SUMMARY OF REPORTS SUBMITTED TO THE JOINT COMMITTEE ON PRINTING RELATIVE TO DUPLICATING AND MAILING MACHINERY OWNED AND OPERATED BY THE EXECUTIVE DEPARTMENTS AND INDEPENDENT BUREAUS OF THE GOVERNMENT IN WASHINGTON.

Department or bureau.	Number of locations.	Duplicating machinery.		Mailing machinery.		Number of employees.	Annual salaries.
		Number.	Value.	Number.	Value.		
Agriculture	14	102	$18,128	75	$20,884	87	$79,462
Commerce	4	29	6,446	19	5,606	19	18,300
Interior	11	37	8,797	35	11,145	42	39,330
Justice	1	5	2,071	2	216	9	9,220
Labor	4	17	3,105	18	2,695	8	12,160
Navy	13	49	9,174	13	2,394	38	40,553
Post Office	1	11	3,592	9	3,021	7	8,940
Treasury	12	45	11,671	36	8,001	54	50,446
War	16	133	37,488	38	9,015	106	119,643
National Advisory Committee for Aeronautics	1	1	75	.....	.....	1	228
Alien Property Custodian [1]	.....	.....	.....	.....	.....	.....	.....
Civil Service Commission	1	3	880	3	632	4	3,583
United States Employee's Compensation Commission	1	1	145	.....	.....	1	840
Bureau of Efficiency	1	3	590	.....	.....	.....	.....
Commission of Fine Arts [1]	.....	.....	.....	.....	.....	.....	.....
House of Representatives [1]	.....	.....	.....	.....	.....	.....	.....
International High Commission [2]	.....	.....	.....	.....	.....	.....	.....
Interstate Commerce Commission [1]	.....	.....	.....	.....	.....	.....	.....
Library of Congress	1	3	492	1	215	3	884
Panama Canal	1	2	305	1	157	3	950
Government Printing Office	1	1	45	.....	.....	.....	.....
Public Buildings and Grounds [1]	.....	.....	.....	.....	.....	.....	.....
Federal Reserve Board [3]	.....	.....	.....	.....	.....	.....	.....
Shipping Board	1	21	8,109	5	815	28	29,040
Smithsonian Institution	1	1	.....	.....	.....	.....	.....
Tariff Commission	1	2	.....	1	.....	.....	.....
Federal Trade Commission	1	9	1,788	6	2,670	8	7,470
Vocational Education	1	11	1,980	3	1,407	10	11,960
War Finance Corporation [1]	.....	.....	.....	.....	.....	.....	.....
Total	88	486	114,881	265	68,873	428	433,099

[1] No equipment.
[2] Work done by the Treasury Department.
[3] No report on equipment; expense paid by Federal reserve banks.

MIMEOGRAPHING AND MULTIGRAPHING.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, February 20, 1920.

SIR: In its investigation of Government printing, the Joint Committee on Printing has ascertained that mimeographs, multigraphs, and other devices are now being used by the various Government departments and services in the production of vast quantities of publicity matter and printing, instead of having the same printed by the Government Printing Office or other printing plants.

Before taking any action in regard to the substitutions for printing or reporting thereon to Congress, the committee desires a statement as to the extent to which such work is now being done in Washington for any branch of the Government service. It is not desired that this report shall include work by any field service outside of Washington.

The information desired is indicated in the following paragraphs. If it is found impossible to make a prompt report on any of the items, kindly submit data therefor as approximately correct as time will permit. Where the quantity of the product is asked for the report should cover the last six months, if possible.

ITEMS TO BE INCLUDED IN REPORT.

1. Number, kind, location, and cost of all machinery or other equipment used in producing printed and typewritten matter (other than correspondence and office records) either by mimeographing, multigraphing, lithographing, or any other method of reproduction. Indicate in each instance if machinery is operated by motor or is equipped with self-feeders, automatic ink rollers, or other devices similar to regular printing presses, and whether metal type is used in connection with such printing, together with method of setting the same. If any such machinery or equipment has been bought since March 1, 1919, so state, and by what authority.

2. State, by classes, the kind of work done by such equipment, the approximate number of copies of each, and the cost, including paper, if possible. Submit samples of each kind of work reported on or a sample of similar work, especially any journals, magazines, periodicals, and other similar publications.

3. State the number, kind, location, and cost of all addressing, folding, and mailing machinery and other equipment used for the distribution of matter reported on herein or any other matter printed for the use of the department or service, and by what authority purchased.

4. State the number of persons employed in the operation and supervision of the machines and equipment reported on under paragraphs Nos. 1 and 3, together with their designation, location, compensation, and fund from which the same is paid.

5. State the number, designation, location, and compensation of all persons engaged either all or part of their time in gathering, writing, or editing publicity or press matter (not including bulletins, documents, and reports authorized by law), from what fund paid, and by what authority employed.

6. State the quantity of publicity and press matter prepared and issued by persons included under the preceding paragraph, how produced, and how distributed. If possible, indicate approximate kind and weight of paper used in the publication of such matter during the last six months.

It is requested that this report be submitted to the committee, or at least a preliminary statement made covering the principal items, not later than March 15.

A separate report on the above items covering any field service in continental United States outside of Washington is requested to be submitted to the committee not later than April 15.

Respectfully,

REED SMOOT, *Chairman.*

NOTE.

Wherever reference is made in the following reports to "items" by number, the statement is in reply to the correspondingly numbered "items" in the above letter of inquiry.

DEPARTMENT OF AGRICULTURE.

DEPARTMENT OF AGRICULTURE,
Washington, February 27, 1920.

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

DEAR SENATOR SMOOT: I have your circular of February 20, in which inquiry is made concerning the duplicating and mailing work of the department and the equipment used and employees engaged therein, and the personnel engaged in the preparation of press matter, etc. A report will be submitted on these matters prior to March 15, and a similar report covering the field service in the department will be submitted not later than April 15, as requested by the committee.

Very truly, yours,

J. R. RIGGS, *Acting Secretary.*

DEPARTMENT OF AGRICULTURE,
Washington, March 22, 1920.

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

DEAR SENATOR SMOOT: There are inclosed herewith statements giving the information requested in your letter of February 20, 1920, relative to the duplicating and information work of this department in Washington. A similar report covering the field service of the department will be submitted not later than April 15.

In order to place the report in your hands at the earliest possible date the number of copies of the duplicated material for the three-month period has been used, as that information previously had been collected. The figures given for this period, I presume, will answer the purpose of the committee.

The subject matter of your inquiry is deserving of very careful consideration, because the effective operation and usefulness of the department in a large measure is involved. I will be glad to have a representative of the department appear before your committee if any action is to be taken upon the data here presented.

Very truly, yours,

E. T. MEREDITH, *Secretary.*

ITEM 1.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*

NUMBER, KIND, LOCATION, AND COST OF MACHINERY USED IN MIMEOGRAPHING, MULTIGRAPHING OR OTHER DUPLICATING PROCESS.

Bureau.	Number of machines.	Kind.	Location.	Cost.	Method of operation (motor or self-feeder).	Kind of type and method of setting.	Date of purchase and authority.
Biological Survey	2	1 Graphic duplicator; 1 Underwood revolving duplicator.	Room 215, Bieber Building.	$15.00 30.00 45.00	Self feeder	Printed from wax sheets cut on typewriter.	Feb. 15, 1914; June 6, 1918. Appropriation for miscellaneous expenses.
Soils	1 1 2	Multigraph Ironclad duplicator	Room 115, east wing. do	235.00 29.50 264.50	Hand feeder	Metal Elite, hand-set in segments.	Jan. 31, 1917, Nov. 20, 1919, open market purchase, miscellaneous expenditures appropriation.
Insecticide and Fungicide Board	1	Mimeograph, Edison rotary 76.	Olive Building	45.00	Hand operated	Print from wax sheets done on typewriter.	1901 (useless).
Farm Management	1	Mimeograph	Fourteenth and B SW., basement.	65.00	Motor driven	do	Mar. 10, 1916, miscellaneous expenses.
Crop Estimates	7	Multigraph	Main building	2,517.87	do	Metal, set in segments.	1912, 1916, 1917.
	6	Mimeograph	do		do	Print from wax sheets cut on typewriter.	1916, 1917, administrative appropriation, and appropriation for field expenses.
	2	Hectograph	do		do		1917, 1918, 1919, administrative appropriation.
	15			2,517.87			
Chemistry	1	Multigraph	3d floor Chemistry building.	484.69	Motor, hand feed and automatic feed.	Gravity, hand-set in segments.	Jan. 22, 1916. General bureau equipment and repairs.
	1	Mimeograph	do	145.00		Cut in wax sheet cut on typewriter.	Agricultural investigation, 1916, food and drugs act.
	2			629.69			
Publications	1	Multigraph	215 Thirteenth Street SW.	85.50	Electric motor, automatic feed.	Elite, plea, printers, milled.	Requisition 7109 (C) Mar. 1, 1915; power drive and stand, purchased by Bureau of Chemistry.

	1	....do	....do	333.00		Set by hand	Requisition 243-1915. (Publications) Oct. 22, 1914.
	1	....do	....do	180.00			Requisition 6951 (C) purchased by Chemistry.
	1	....do	....do	288.00			Requisition 61, 1916, July 30, 1916.
	1	....do	....do	213.75			Requisition 368, 1917, Jan 18, 1917.
	1	....do	....do	320.00			Requisition No. 4 (Publications), "Stimulation of Agriculture," 1918.
	1	Mimeograph, Dick, rotary, model 78.	....do	80.00	Electrically run; hand fed.	Printed from wax sheet cut on typewriter.	Requisition 248, 1916, Nov. 2, 1915.
	1	....do	....do	80.00			Requisition 248, 1916, Nov. 2, 1915.
	1	....do	....do	145.00			Requisition 530, 1917, Mar. 29, 1917.
	2	....do	....do	320.00			Requisition No. 3 (Pub.), "Stimulation of Agriculture," 1918. Aug. 27, 1917.
	1	....do	....do	145.00			Requisition 11921, S. R. S. Purchased by S. R. S. Apr. 25, 1917.
	1	....do	....do	150.00			Furnished by Office of Information.
	13			2,340.25			
Animal Industry	2	Mimeograph	Busch Building	285.00	Motor driven; hand feed.	Regular type but printed through ribbon.	Dec. 17, 1915, P. O. 11280. Nov. 29, 1918, P. 19592.
	1	Power writer press		173.80			Feb. 26, 1909, P. O 17503.
	3			458.80			
Entomology	1	Mimeograph	Entomology Building.	145.00	Electric automatic feed.	Stencil	Requisition 6304. Apr. 26, 1917.
	1	Mimeoscope	....do	40.00	....do	....do	Requisition 7063. Aug. 9, 1917.
	1	Graphic duplicator	....do	15.00	Hand		Requisition 8162. Mar. 2, 1918.
	3			200.00			

ITEM 1.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*—Continued.

NUMBER, KIND, LOCATION, AND COST OF MACHINERY USED IN MIMEOGRAPHING, MULTIGRAPHING OR OTHER DUPLICATING PROCESS—Continued.

Bureau.	Number of machines.	Kind.	Location.	Cost.	Method of operation (motor or self-feeder).	Kind of type and method of setting.	Date of purchase and authority.
Forest Service	1	Multigraph	930 F Street, Atlantic Building.	$423.00	Motor	Pica type	Fiscal year 1913.
	2	Mimeograph	do	265.00	do	Set by hand in segment, printed from wax sheet cut by typewriter.	G. E. F. S., 1913; fiscal year 1917; G. E. F. S., 1917; fiscal year 1918; G. E. F. S., 1918.
	3			688.00			
Industry	1	do	West wing, room 115	84.00	Hand-power self-feeder.	Stencil (typewritten).	All duplicating machines are purchased under the authority contained in the following paragraph of the Agricultural appropriation act: "General Expense Bureau Plant Industry: For all necessary expenses in the investigation of fruits, fruit trees, grain, cotton, tobacco, vegetables, grasses, forage, drug, medicinal, poisonous, fiber, and other plants and plant industries." Mar. 11, 1919.
	1	do	Room 149	84.00	do	do	June 12, 1913.
	1	do	Room 32	84.00	do	do	July 5, 1918.
	1	do	Room 124	143.00	Motor	do	Motor, May 15, 1919. Mimeograph, June 2, 1919.
	1	do	Hall, near room 348	75.00	Hand-power (self-feeder).	do	Dec. 9, 1914.
	1	do	Room 113	36.50	do	do	May 14, 1915.

	1	....do	220 Fourteenth Street SW., first floor, rear.	5.00	....do	....do	Mar. 21, 1914.
	1	....do	Room 423	75.00	....do	....do	Feb. 15, 1915.
	1	....do	1306 B Street SW., basement.	5.00	....do	....do	Oct. 2, 1915.
	1	....do	Council of National Defense Building.	95.00	....do	....do	Aug. 9. 1917.
	1	....do	Room 818	84.00	Hand power	Stencil	Mar. 10, 1916.
	1	....do	....do	140.00	Motor and self-feeder	Stencil (typewritten)	June 26, 1918.
	1	Multigraph	1306 B Street, second floor.	400.00	Motor	Hand set	Apr. 28, 1914.
	1	....do	Homer Building, Room 329.	441.00	Motor, automatic feed.	Metal type, pica, italic, boldface, hand set.	July 5, 1916.
	1	....do	....do	152.50	....do	....do	July 10, 1915.
	1	....do	....do	152.50	....do	....do	Do.
	1	....do	West wing corridor, fourth floor.	270.00	Hand power	Metal type, hand set.	Sept. 12, 1910.
	1	....do	Corridor, fourth floor	423.00	Motor	....do	Feb. 12, 1912.
	1	Compotype	....do	157.00		....do	Sept. 1, 1914.
	19			2,906.50			
Markets	1	Mimeograph No. 78	230 Linworth Place SW.	143.00	Motor, hand	Stencils	May 26, 1915, no record.
	1	....do	....do	140.00	....do	....do	May 18, 1916, 1195–M.
	1	....do	....do	160.00	....do	....do	Sept. 20, 1916, 281–M.
	1	....do	....do	145.00	....do	....do	Apr. 19, 1917, 1611–M.
	1	....do	....do	145.00	....do	....do	June 11, 1917, 2103–M.
	1	....do	....do	145.00	....do	....do	June 27, 1917, 2415–M.
	1	....do	....do	145.00	....do	....do	June 20, 1918, 4995–M.
	1	Mimeograph No. 80	....do	113.00	Hand	....do	Sept. 20, 1916, 281–M.
	1	Multigraph printer	....do	391.50	Motor, hand, or self.	Metal from compotype.	Oct. 10, 1913, 96–M.
	1	....do	....do	489.25	....do	....do	Aug. 29, 1915, 141–M.
	1	....do	....do	490.00	....do	....do	Sept. 26, 1917, 803–M.
	1	Multigraph basic	....do	No record.	Hand	....do	No record.
	1	Compotype	....do	207.50	....do	....do	Oct. 10, 1913, 96–M.
	1	....do	....do	205.00	....do	....do	Dec. 2, 1919, 5922–M.
	14			2,919.25			
Public Roads	1	Multigraph	Willard Building	430.00	Self-feeder	Metal type set in segment.	June 27, 1917, informal bid 1086.
	1	....do	....do	No cost.	....do	....do	
	1	Mimeograph	....do	145.00	....do	Printed from wax sheet cut on typewriter.	Turned over to office, no cost: June 27, 1917. Informal bid 1083 gen. exp.
	3			575.00			

ITEM 1.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*—Continued.

NUMBER, KIND, LOCATION, AND COST OF MACHINERY USED IN MIMEOGRAPHING, MULTIGRAPHING OR OTHER DUPLICATING PROCESS—Continued.

Bureau.	Number of machines.	Kind.	Location.	Cost.	Method of operation (motor or self-feeder).	Kind of type and method of setting.	Date of purchase and authority.
States Relations Service	[1] 1	Mimeograph, Edison No. 78.	220 Fourteenth Street SW.	$80.00	Automatic feed		Req. 9646-P, Aug. 27, 1913.
	1	do	do	140.00	Electric drive and automatic feed.		Req. 1554, Apr. 1, 1915.
	1	do	do	80.00	Automatic feed		Req. 896, Apr. 29, 1916.
	1	do	do	145.00	Electric drive, automatic feed.		Req. 1110, June 22, 1916.
	1	do	do	140.00	do		Req. 3407, Mar. 2, 1918.
	1	do	do	140.00	do		Req. 3840, June 5, 1918.
	1	do	do	140.00	do		Req. 4250, Aug. 27, 1918.
	1	Extra motor and stand for mimeograph.	do	60.00			Req. 2037; May 10, 1917.
	1	Mimeoscope, Edison	do	40.00			Req. 1110; June 22, 1916.
	1	do	do	28.00			Req. 4675; Dec. 31, 1918.
	[2] 1	Multigraph, model 2	do	225.00	Hand operated, hand fed.	Machine-set typewriter type.	Jan. 14, 1918.
	1	Multigraph, model 4	do	520.00	Electric drive, automatic feed and ink printing attachment.	For machine-set typewriter type or hand-set printer's type.	Fiscal year 1910.
	1	Multigraph senior printer.	do	470.00	do	Duplicating portion of multigraph.	Req. 743 P, Oct. 11, 1912.
	1	do	do	470.00	do	do	Req. 13993-P, Apr. 21, 1914.
	1	do	do	470.00	do	do	Req. 1680, Jan. 30, 1917.
	1	Gravity typesetter for multigraph.	do	75.00		For setting typewriter type.	Do.
	1	Compotype for multigraph.	do	157.00		Typesetting portion of multigraph for typewriter type.	Req. 562, Mar. 6, 1914.
	1	do	do	157.50		do	Req. 151, Oct. 1, 1913.
	[3] 1	Schapirograph	do	15.00		Film duplicator	1907.
	19			3,552.50			
Grand total	100			17,207.36			

[1] Unfit for use.

[2] Old model.

[3] Of no value.

ITEM 2.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*

KIND OF WORK DONE, NUMBER OF COPIES, AND COST (3-MONTH PERIOD USED).

Bureau.	Kind of work done.	Number of copies. Aggregate for October, November, December, 1919.	Cost, including paper.	Remarks.
Biological Survey	Form letters			Used only occasionally. Practically all duplicating work done in Division of Publications.
Soils	Circular letters, statements of soil surveys, office forms.	34,225	$156.09	The low cost is but one advantage in the use of the multigraph in sending out circular letters. The promptness with which the letters are issued is a most important factor, and in a great many cases the work must be completed within the same day or next to be of value. If this could not be done, the necessity for additional individual typewritten letters would greatly increase.
Insecticide and Fungicide Board	Notices of decisions			All duplicating done in Division of Publications.
Farm Management	Questionaires, circular letters, etc., for surveys and other projects of the office.	74,215	318.50	
Crop Estimates	Summary of crop reports and emergency inquiries.	109,031	2,264.00	Impracticable to do this work anywhere else.
Chemistry	Seizure and import cards, Sherley amendment cards, information sheets, circular letters.	250,756	1,000.00	
Publications	Circular letters, informational circulars, orders, memoranda.	1,197,730	3,575.25	There were 282 separate and distinct jobs ranging from 50 to 10,000 copies, which necessitated the setting of 395 segments of type.
	Mimeograph	485,035	1,036.14	There were 320 separate and distinct jobs ranging from 25 to 20,000 copies, necessitating the cutting of 992 dermatype stencils.
		1,682,765	4,611.39	
Animal Industry	Circular letters to employees and correspondents.	[1] 190,200	[2] 896.15	
Entomology	Various circulars	21,000	15.00	This includes cost of all supplies, but not time of employees.
Forest Service	Multigraph	9,952	15.88	Cost includes paper and salary of operator.
	Mimeograph	280,443	419.01	
		290,395	434.89	

[1] Pages.

[2] Including $263.65 for paper.

ITEM 2.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*—Continued.

KIND OF WORK DONE, NUMBER OF COPIES, AND COST (3-MONTH PERIOD USED)—Continued.

Bureau.	Kind of work done.	Number of copies. Aggregate for October, November, December, 1919.	Cost, including paper.	Remarks.
Plant Industry	Plant Disease Bulletin and special reports on plant diseases.	91,500	$189.52	The greater portion of the multigraph and mimeograph work done in this bureau consists of emergency circulars or memoranda of instructions, the whole value of which depends upon promptness of issue. It is often necessary to issue memoranda and have them distributed a few hours from the time they are dictated or prepared.
	Weekly Bulletin of offices of western irrigation agriculture and demonstrations on reclamation projects; and suggestions to settlers on reclamation projects.	3,000	6.00	
	Weekly Cotton News Letter	900	6.00	
	Current author entries (issued semimonthly by Bureau Library.)	1,400	17.00	
	Circulars on growing and use of plant introductions.	16,000	.....	
	Check list of plant introductions	10,000	.....	
	"Plant immigrants" Bulletin	1,500	220.06	
	Blanks for recommending changes in personnel and other Bureau forms.	26,000	40,000.00	
	Miscellaneous emergency circulars, memoranda of instructions; forms, reports of work; etc.	20,725	89.90	
		171,025	40,528.48	
Markets	Mimeograph	2,369,516	2,289.44	Does not include cost of stencils.
	Multigraph	363,400	517.80	Includes cost of setting type for work.
		2,732,516	2,807.24	
Public Roads	Duplicating form and circular letters, reports, etc.	315,000	634.50	One machine useless.
States Relations Service	Mimeograph	629,867	788.38	The amount of work done during the three months October-December, 1919, was below the average of previous months and years especially during the war and the months immediately thereafter during which time the organization and equipment here reported upon was built up.
		75,100	143.35	
	Multigraph, emergency letters, instructions, etc.	709,967	931.73	
Grand total		6,576,495	54,597.47	

ITEM 3.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*

NUMBER, KIND, LOCATION, AND COST OF ALL ADDRESSING, FOLDING, AND MAILING MACHINERY.

Bureau.	Number of machines.	Kind.	Location.	Cost.	Authority for purchase.
Biological Survey	1	Standard envelope sealer	Room 205, Bieber Building.	$50.00	Appropriation for miscellaneous expenses for bureau in act making appropriations for department.
Crop Estimates	2	Addressograph	Main building	2,030.00	1917, 1918, 1919, appropriation for administrative expenses.
	1	Graphotype	do		
	2	Universal folders	do		
	1	Mimeoscope	do		
	6			2,030.00	
Chemistry	1	Hand stapling, paper cutter.	Chemistry	190.50	Food and drugs act enforcement.
	1			7.50	Do.
	2			198.00	
Publications	1	Model 3 addressograph	215 Thirteenth Street SW.	1,100.00	Requisition 62 (Publications) "Stimulating Agriculture," 1918.
	1	do		1,270.00	Do.
	1	Model F–1 addressograph		245.00	Do.
	1	do		245.00	From Bureau of Public Roads.
	1	Elliott electric power		No record.	Bought by Bureau of Statistics.
	1	do		555.00	Requisition No. 1 (Publications) "Stimulating Agriculture," 1918.
	1	Elliott stencil cutter		300.00	Purchased previous to 1911 when no property record was kept.
	1	Graphotype		450.00	Requisition 62 (Publications) "Stimulating Agriculture," 1918.
	1	do	do	450.00	Requisition 242 (Publications), 1919.
	2	do		720.00	Requisition 13 (Publications), "Stimulation of Agriculture," 1919. Purchased from Food Administration through G. S. C., 20 per cent discount.
	1	Round hold cutter		305.00	Requisition 785, 1919.
	1	Package tying		600.00	Requisition 56 (Publications), "Stimulation of Agriculture," 1918.
	1	Boston wire stitcher, foot power.		34.30	Requisition 4263, 1914.
	1	Boston wire stitcher, electric power.		274.00	Requisition 77, 1917.
	1	Paper cutting, electric power.		681.00	Requisition 100, 1918.
	1	Folding, Dexter		900.00	Requisition 7 (Publications), "Stimulation of Agriculture," 1918.
	3	Folding, Universal complete.		1,125.00	Requisition 2 (Publications) "Stimulation of Agriculture," 1918.

ITEM 3.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*—Continued.

NUMBER, KIND, LOCATION, AND COST OF ALL ADDRESSING, FOLDING, AND MAILING MACHINERY—Continued.

Bureau.	Number of machines.	Kind.	Location.	Cost.	Authority for purchase.
Publications	2	Sealing, "Mail-ometers"		$500.00	Requisition 12 (Publications), "Stimulation of Agriculture," 1918.
	1	Stand for multigraph		14.25	Requisition 409, 1917, Feb. 12, 1917.
	1	Power drive with motor		52.25	Requisition 434, 1918, Feb. 19, 1917.
	24			9,820.80	
Animal Industry	1	Boston stapler	Busch Building	34.30	Mar. 11, 1915. P. O. 8246A.
	1	Advance paper cutter		110.20	June 26, 1916. P. O. 12761A.
	1	Pad-making outfit		20.20	Sept. 22, 1916. P. O. 13384A.
	1	Belknap addresser		195.75	Dec. 10, 1913. P. O. 4194.
	4			360.45	
Entomology	1	Hutchison stapler	Entomology Building	15.00	Requisition 6346. May 1, 1907. Miscellaneous expenses.
	1	Midget stapler		1.90	Requisition 44720. Dec. 3, 1910.
	1	Acme stapler		9.50	Requisition 178. Sept. 17, 1914.
	3			26.40	
Forest Service	1	Boston wire stitcher	930 F Street, Atlantic Building	200.00	General expenses Forest Service.
	1	24-inch paper cutter		100.00	
	2			300.00	
Plant Industry	1	Hand addressograph Model 3–B	West wing, room 149	15.00	All addressing, folding, and mailing machinery is purchased under the authority contained in the following paragraph of the Agricultural appropriation act: "General expenses, Bureau of Plant Industry: For all the necessary expenses in the investigation of fruits, fruit trees, grain, cotton, tobacco, vegetables, grasses, forage, drug, medicinal, poisonous, fiber, and other plants and plant industries * * *."
	2	Hand addressors (Montague):			
		No. 1348	Room 131	15.00	
		No. 4356	....do	37.50	
	1	Addressograph	339 Pennsylvania Avenue NW.	660.00	
	1	Belknap addressor	Council National Defense Building, room 904.	57.50	
	1	Stapling machine, (foot power).	Homer Building, room 329.	34.30	
	1	....do	Council National Defense Building, room 904.	44.00	
	1	....do	West wing, room 124	14.00	

	1	Perforating machine (Portland, hand-power).	West wing, room 26...	75.00	
	1	Paper-cutting machine..	220 Fourteenth Street, SW., basement.	88.00	
	1	Stencil-cutting machine.	....do.....	98.00	
	1	Paper-cutting machine..	339 Pennsylvania Avenue NW.	60.00	
	1	....do.....	Council National Defense Building, room 810.	88.00	
	1	Triplicating machine....	....do.....	(1)	
	14			1,346.30	
Markets	1	Addressograph autograph.	220 Linworth Place SW.	750.00	Mar. 25, 1916, 860-M.
	1	....do.....	....do.....	1,475.00	June 10, 1919, 4068-M.
	1	Addressograph semi-autograph.	....do.....	215.00	June 27, 1914, 355-M.
	1	....do.....	....do.....	210.00	Oct. 9, 1917, 990-M.
	1	....do.....	....do.....	310.00	June 5, 1919, 4015-M.
	1	Addressograph, hand....	....do.....	45.00	June 5, 1915, no record.
	1	Graphotype.....	....do.....	400.00	May 10, 1915, 1338-M.
	1	....do.....	....do.....	400.00	June 14, 1917, 2145-M.
	1	....do.....	....do.....	430.00	Sept. 24, 1917, 761-M.
	1	Folder, Menges.....	....do.....	290.00	July 24, 1918, 256-M.
	1	Folder, Universal17.....	....do.....	290.00	May 16, 1916, 1226-M.
	1	....do.....	....do.....	290.00	Sept. 19, 1916, 260-M.
	1	....do.....	....do.....	375.00	June 27, 1917, 2112-M.
	1	....do.....	....do.....	375.00	Do.
	1	....do.....	....do.....	306.00	June 18, 1918, 5063-M.
	1	Mailometer.....	....do.....	150.00	Feb. 9, 1918, 2620-M.
	1	....do.....	....do.....	255.50	June 25, 1918, 5055-M.
	17			6,566.50	
States Relations Service	1	Addressograph, Universal.	220 Fourteenth Street SW.	189.50	Req. 2148, June 7, 1917. Req. 3533, Apr. 13, 1918.
	1	Graphotype, for cutting addressograph stencils.[2]	....do.....	260.00	Req. 3533, Apr. 13, 1918.
	1	Machine binder. Boston Staple (foot power).	....do.....	34.30	Req. 1845, June 16, 1915.
	1	....do.....	....do.....	34.30	Req. 1015, June 6, 1916.
	1	....do.....	....do.....	44.00	Req. 5565, June 12, 1919.
	1	Wire stitching machine. Boston (foot power).	....do.....	239.00	Req. 1993, May 3, 1917.
	1	Folding machine—Universal (with motor).	....do.....	261.00	Req. 14042-P, Apr. 15, 1914.
	7			1,062.10	
Grand total	80			21,760.55	

[1] Do not know; bought prior to 1906.

[2] Electric driven.

172219—20——2

ITEM 4.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*

NUMBER OF PERSONS EMPLOYED IN OPERATION AND SUPERVISION OF MACHINES AND OTHER EQUIPMENT, COMPENSATION, ETC.

Bureau.	Number of employees.	Designation.	Location.	Annual compensation.	Fund from which paid.
Soils	1	Clerk	Room 115, east wing	[1] $1,200.00	Statutory salaries, Bureau of Soils.
Farm Management	1	Clerk-typist, stencil cutter and machine operator.	Fourteenth and B Streets SW., basement.	[2] 900	
Crop Estimates	1	Clerk	Main building	1,600	Administrative expenses—Statutory.
	1	do	do	1,200	
	1	Multigraph operator	do	900	
	1	do	do	900	
	4			4,600	
Chemistry	1	Clerk			
	1	Multigraph operator	Chemistry building	1,200	
	1	Mimeograph operator	do	1,100	
	1	Multigraph operator	do	1,000	
	1	do	do	1,000	
	1	do	do	1,000	
	1	do	do	1,000	
	1	do	do	1,000	
	8			7,300	
Publications	1	Assistant	215 Thirteenth Street SW.	1,800	Appropriation for Division of Publications—salaries.
	1	Chief folder		1,200	
	1	Skilled laborer		1,100	
	4	Machine operators		4,800	
	3	Clerks		3,000	
	3	Skilled laborers		3,000	
	4	Clerks		3,600	
	1	Folder		900	
	2	Clerks	215 Thirteenth Street SW.	1,680	Do.
	2	Skilled laborers		1,680	
	1	Skilled laborer		780	
	4	Messengers or laborers		2,880	
	1	Messenger		720	
	1	do		480	
	29			27,620	

Animal Industry	1	Clerk in charge	Busch Building	1,800	Statutory roll.
	1	Skilled laborer		1,000	
	1	Clerk		1,000	
	3			3,800	
Entomology					No employees now engaged in such work. Work done in Division of Publications.
Forest Service	1	Skilled laborer	930 F Street, Atlantic Building.	960	Appropriation for Forest Service statutory roll.
Plant Industry	1	Clerk, class 2 (spends approximately ½ day per week on cutting stencils and operating mimeograph).	West wing, room 113	$1,400.00	Appropriation for salaries. Bureau of Plano Industry.
	1	Clerk, class 1 (writes stencils approximately 1 day per month).	Room 124	1,200.00	The greater part of the work connected with operation of duplicating, addressing, folding, and mailing machinery, etc., in the Bureau of Plant Industry is done by messenger boys and clerks incident to their regular duties, and occupies but a very small percentage of their time.
	1	Messenger boy (approximately 4 days a month operating mimeograph).	do	600.00	
	1	Clerk, class 1 (approximately 70 per cent of time spent in multigraph work).	Homer Building, room 329.	1,200.00	
	1	Messenger boy	Room 329	600.00	
	1	do	do	600.00	
	1	Clerk (mimeograph operator) (80 per cent of time on mimeograph and addressograph work).	Council National Defense Building, room 904.	900.00	
	1	Unskilled laborer (6 months of year assigned to operating paper-cutting machine, cutting Congressional seed franks).	Room 810	600.00	Purchase and distribution of valuable seeds.
	8			7,100.00	
Markets	1	Clerk, class 4	220 Linworth Place SW.	1,800.00	Statutory.
	1	Clerk—class 2	do	1,400.00	Do.
	3	Clerk—class 1	do	3,600.00	Do.
	1	Clerk—typewriter	do	1,000.00	Do.
	2	Clerk	do	2,000.00	Do.
	2	Clerk—adding operator	do	1,800.00	Do.
	1	Clerk—graphophone operator	do	1,000.00	Do.
	2	do	do	1,800.00	Do.
	1	Clerk	do	900.00	Do.
	2	Machine operators	do	2,400.00	Do.
	2	do	do	2,200.00	Do.
	1	Multigraph operators	do	1,100.00	Miscellaneous.
	1	Graphophone operator	do	900.00	Do.
	1	do	do	936.00	Do.
	1	Messenger	do	480.00	Statutory.
	1	Laborer, unskilled	do	720.00	Do.
	23			24,036.00	

[1] Devotes only 50 per cent of time to this work.

[2] Statutory roll of office.

ITEM 4.—*Statement showing, by bureaus, the amount, character, equipment, and estimated annual expense of duplicating work (multigraph, mimeograph, or similar process other than regular printing) by the Department of Agriculture at Washington, D. C.*—Continued.

NUMBER OF PERSONS EMPLOYED IN OPERATION AND SUPERVISION OF MACHINES AND OTHER EQUIPMENT, COMPENSATION, ETC.—Continued.

Bureau.	Number of employees.	Designation.	Location.	Annual compensation.	Fund from which paid.
Public Roads	1	Mimeograph operator	Willard Building	$840.00	Road management.
States Relations Service	1	Clerk-typewriter (stencil cutter)	220 Fourteenth Street SW.	150.00	Statutory roll.
	1	Typewriter (stencil cutter)	do	206.00	Farmers' cooperation demonstration, North and West.
	1	Clerk-graphotype operator (stencil cutting).	do	125.00	Statutory roll.
	1	Clerk, class 2 (supervisory)	do	175.00	Do.
	1	Multigraph operator	do	300.00	Farmers' Cooperation Demonstration, South.
	1	Clerk—mimeograph operator	do	250.00	Statutory roll.
	1	Clerk—multigraph operator	do	250.00	Do.
	1	do	do	[1] 250.00	Do.
	8			1,706.00	
Grand total	87			79,462.00	

[1] Proportion of salary for work of this kind.

DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
Washington, March 23, 1920.

MR. GEO. H. CARTER,
Clerk, Joint Committee on Printing.

DEAR MR. CARTER: In compliance with your request, I am sending you herewith a list of the personnel and information sheets duplicated in this department, and the number of copies duplicated, usual number of pages, frequency of issue, etc.

Very truly, yours,

EDWY B. REID, *Chief of Division.*

ITEM 5.—*Statement showing number, designation, location, and compensation of employees engaged in the preparation of informational material prepared by the United States Department of Agriculture for the six months ended Dec. 31, 1919.*

Employees.	Designation.	Location.	Compensation per annum.	Fund from which paid, and authority.
1	Assistant in charge..	Washington, D. C...	$3,000	Statutory, Office of the Secretary; appointment July 15, 1918.
1	Assistant.....	.....do.....	2,400	Any lump, Bureau of Animal Industry; appointment July 21, 1919.
1	.....do.....	.....do.....	2,370	Any lump, Bureau of Chemistry; appointment Jan. 8, 1920.
1	.....do.....	.....do.....	2,340	Any lump, Federal Horticultural Board; appointment Sept. 26, 1919.
1	.....do.....	.....do.....	2,200	Any lump, Bureau of Animal Industry; appointment Feb. 26, 1920.
1	Assistant editor.....	.....do.....	1,800	Statutory, Office of the Secretary; appointment Oct. 2, 1918.
1	.....do.....	.....do.....	1,800	Statutory, Office of the Secretary; appointment Oct. 18, 1919.

ITEM 6.—*Statement showing amount of informational material prepared, how produced, method of distribution, and kind and weight of paper used during 6-month period ending Dec. 31, 1919.*

Amount of informational material.	Method of production.	Method of distribution.	Kind and weight of paper.
405,330 copies...	Copy cut on dermatype stencils and run on mimeograph.	To newspapers in certain sections of the country where the material is adaptable.	Item 1537, first supplement to General Supply Committee schedule; good only until Jan. 31, 1920: basis No. 20, 16 by 21, cut to 8 by 10½; weight, 4.49 pounds to the ream, 8 by 10½; price, $0.1275 per pound. Item 1595, second supplement to General Supply Committee schedule: basis No. 20, 17 by 28, cut to 8½ by 14; weight per ream, 8½ by 14, 6.36 pounds; price, $0.0997 per pound.

DEPARTMENT OF COMMERCE.

DEPARTMENT OF COMMERCE,
Washington, March 11, 1920.

MY DEAR SENATOR: There are forwarded herewith statements covering the inquiries contained in your letter of February 20, concerning the extent of the department's machinery or other equipment used in producing printed and typewritten matter (other than correspondence and office records) either by mimeographing, multigraphing, lithographing, or any other method of reproduction, and also its publicity service. These statements relate to this class of work done in Washington, D. C. A separate report covering similar work, if any, in the field service outside of Washington will be submitted as soon as the data can be collected.

The duplicating equipment of this department has proved to be a useful, economical, prompt, and legitimate service. No journal, magazine, periodical, or other similar publication is reproduced by this method in the Department of Commerce.

Respectfully,

J. W. ALEXANDER,
Secretary of Commerce.

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

STATEMENTS BY THE DEPARTMENT OF COMMERCE IN REPLY TO INQUIRY OF JOINT COMMITTEE ON PRINTING, DATED FEBRUARY 20, 1920, IN REGARD TO THE EXTENT OF THE DEPARTMENT'S MACHINERY OR OTHER EQUIPMENT USED IN PRODUCING PRINTED AND TYPEWRITTEN MATTER (OTHER THAN CORRESPONDENCE AND OFFICE RECORDS), EITHER BY MIMEOGRAPHING, MULTIGRAPHING, LITHOGRAPHING, OR ANY OTHER METHOD OF REPRODUCTION, AND ALSO ITS PUBLICITY SERVICE.

Item 1.—Duplicating equipments are maintained in the Division of Publications, Commerce Building, Nineteenth Street and Pennsylvania Avenue NW.: Bureau of the Census annex, Sixth Street and Missouri Avenue NW.: Coast and Geodetic Survey, New Jersey Avenue, near B Street SE.: and the Bureau of Standards, Pierce Mill Road NW. A detailed statement covering Item 1 follows:

DIVISION OF PUBLICATIONS.

[Authority for purchase: Annual appropriation for "Contingent expenses."]

No.	Kind.	Total cost.	How operated and equipped.
[1] 4	Multigraph printers, No. 36	$1,631.50	Electric power, automatic feed, metal type (not printer's), inked ribbons.
2	Multigraphs, No. 4	590.00	Hand operated and hand feed, using inked ribbons.
[2] 5	Mimeographs, Edison-Dick, No. 78, complete with stand.	734.75	Electric power, automatic feed, and recording device.
3	Typesetters, Flexo	210.00	Hand operated.
3	Typewriters, L. C. Smith & Bros., No. 5, rust proof.	195.00	

[1] One purchased since Mar. 1, 1919.

[2] Two purchased since Mar. 1, 1919.

BUREAU OF THE CENSUS ANNEX.

[Authority for purchase: "Expenses, Fourteenth Decennial Census."]

No.	Kind.	Total cost.	How operated and equipped.
[1] 3	Multigraph printers, No. 36	$1,670.00	Electric power, automatic feed, metal type (not printer's), inked ribbons.
[1] 2	Mimeographs, Edison-Dick, No. 78, complete with stand.	360.00	Electric power, automatic feed, and recording device.
[1] 3	Typesetters, Flexo	300.00	Hand operated.

[1] Purchased since Mar. 1, 1919.

COAST AND GEODETIC SURVEY.

[Authority for purchase: "General expenses, Coast and Geodetic Survey."]

1	Mimeograph, Edison-Dick, No. 78	$75.00	Hand operated, automatic feed.

BUREAU OF STANDARDS.

[Authority for purchase: "Equipment, Bureau of Standards."]

1	Duplicator, Commercial, No. 1	$85.00	Not in use.
1	Multigraph, Gammeter, No. 62	263.50	Used for testing typewriter ribbons.
1	Mimeograph, Edison-Dick, No. 76	68.65	Not in use.
3	Mimeographs, Edison-Dick, No. 78	428.05	Electric power, automatic feed; only 2 used regularly.

Item 2.—The statements submitted below concerning Item No. 2 cover one division and three bureaus of the department in which there are duplicating equipments and are as complete as can be furnished from the data available. No journal, magazine, periodical, or other similar publication is reproduced by this equipment in the Department of Commerce.

Division of Publications.—The duplicating equipment of the Division of Publications is utilized for reproducing copies of letters of instructions to officers and employees of the department, amendments to various rules and regulations, items of important current trade information to individuals and concerns, statistical summaries for immediate use, and other miscellaneous work. Samples are submitted herewith (marked "Exhibit A"), and it is believed that they are representative of the class of work done by such equipment. The number of copies duplicated of each form varies from 100 to 28,000. During the six months ended January 31, 1920, 2,149 different forms were duplicated, comprising 5,222 separate sheets (varying in size from 5 by 8 to 8 by 12½ inches), with an average edition of about 900 copies of each sheet. The cost of this work during the same period was approximately as follows: Paper stock $1,566.43; labor (including $1,200 bonus), $5,730; paper stencils, ink, etc., $1,099.11; total, $8,395.54.

Bureau of the Census.—The duplicating equipment of this bureau is used for reproducing letters of instructions to supervisors of census, cotton ginners, cotton-consuming mills, drainage enterprises, local cotton agents throughout the cotton belt, and holders of leaf tobacco, and brief summaries for use of the press. Attached hereto are certain samples (marked "Exhibit B") [1] of the class of work done by the duplicating machinery. The number of copies ranges from 75 to 70,000. Since the organization of the manifolding section (Oct. 14, 1919), 261 forms were duplicated, comprising 368 separate sheets (varying in size from 4 by 5½ to 8½ by 14 inches), with an average edition of 2,215 copies. The cost of this work during the same period was approximately as follows: Paper, $471; labor (including $301.99 bonus), $1,739.71; paper stencils, ink, etc., $143; total, $2,353.71.

Coast and Geodetic Survey.—The duplicating equipment of this bureau is used for reproducing copies of circular letters of instructions to officers and employees of the bureau, amendments to rules and regulations, coast-pilot notes, and other miscellaneous information. Samples of duplicated forms are submitted herewith (marked "Exhibit C"),[1] exemplifying the class of work done by this equipment. The number of copies duplicated of each form varies from 50 to 1,350. During the six months ended January 31, 1920, approximately 50 different forms were duplicated, comprising 36,000 sheets. The cost of this work during the same period was as follows: Paper stock, size 8 by 10½ inches, $36; labor, $36.50; ink, $3.45; stencil paper, $24.30; total, $100.25.

Bureau of Standards.—The duplicating equipment of this bureau is used to reproduce letters, temporary forms, drafts of proposed codes, and specifications for comment and correction. (See "Exhibit D.") The number of copies varies from 30 to 2,000. The sizes of the forms vary from 3 by 5 inch cards to 8 by 10½ inch paper. Since the work is relatively small, no special separate record is kept of the cost of paper, etc., for this work. An office apprentice (salary, $480 plus bonus) gives about half of his time to operating one mimeograph machine, the second machine requiring about three-quarters of the time of an office apprentice (salary $600, plus bonus). The work is supervised a few minutes a day by a clerk (salary $1,800, plus bonus). The Gammeter multigraph is a laboratory apparatus used for testing typewriter ribbons for the various Government departments.

Item 3.—With the exception of two folding machines and one sealing machine in the Bureau of the Census annex, Sixth Street and Missouri Avenue NW., and an old addressing machine (not now in use) in the Coast and Geodetic Survey, the department's addressing, folding, and mailing equipment is in the Division of Publications. The information requested under Item 3 is as follows:

DIVISION OF PUBLICATIONS.

[Authority for purchase: Annual appropriation for "Contingent expenses."]

No.	Kind.	Total cost.
5	Folding machines, Universal, No. 17	$1,531.00
2	Sealing machines, Mailometer	300.00
3	Graphotypes, Uplo (for cutting address plates)	1,200.00
2	Addressographs, automatic, No. 3	1,300.00
2	Addressographs, Model B, semiautomatic	345.00
1	Addressograph, Model 3	45.00
	Total	4,721.00

BUREAU OF THE CENSUS.

[Authority for purchase: "Expenses, Fourteenth Decennial Census."]

2	Folding machines, No. 17	$630.00
1	Sealing machines, Multipost	110.32
	Total	740.32

COAST AND GEODETIC SURVEY.

[Authority for purchase: "General expenses, Coast and Geodetic Survey."]

1	Addressograph (not now in use)	$145.00

Item 4.—In reply to this inquiry, there are submitted statements from the Division of Publications, the Bureau of the Census, the Coast and Geodetic Survey, and the Bureau of Standards, as follows:

DIVISION OF PUBLICATIONS.

No.	Designation.	Annual compensation.	Fund from which paid.
1	Clerk	$1,400	Salaries, Office of the Secretary of Commerce (legislative, executive, and judicial appropriation acts).
1	Clerk (qualified as addressograph operator)	1,100	Do.
2	Clerks.....each	1,200	Do.
1	Clerk	1,000	Do.
1	Clerk	900	Do.
1	Skilled laborer	900	Do.
2	Assistant messengers.....each	720	Do.
2	Laborers.....each	660	Do.

BUREAU OF THE CENSUS ANNEX.

No.	Designation.	Annual compensation.	Fund from which paid.
1	Clerk	$1,680	Expenses, Fourteenth Decennial Census.
3	Clerks.....each..	1,080	Do.
1	Clerk	900	Do.
1	Skilled laborer	720	Do.

COAST AND GEODETIC SURVEY.

The amount of labor involved in the operation and supervision of such equipment in this bureau is so small that data in regard to this item could hardly be of use to the committee.

BUREAU OF STANDARDS.

The Bureau of Standards has no addressing, folding, or mailing machinery. The number of persons employed in the operation and supervision of the machines and equipment reported under paragraph No. 1 and their designation and compensation follow: An office apprentice (salary $480, plus bonus) gives about half of his time to operating one mimeograph machine, the second machine requiring about three-quarters of the time of an office apprentice (salary $600, plus bonus). The work is supervised a few minutes a day by a clerk (salary $1,800, plus bonus). These salaries are paid from appropriations as follows: Office apprentice, salary $480, "Salaries, Bureau of Standards"; office apprentice, salary $600, "Gauge standardization, Bureau of Standards"; clerk, salary $1,800, "Clay products, Bureau of Standards."

Item 5.— The department has no report to submit in reply to Item 5, other than the statements made in answer to Item 6.

Item 6.— Brief statements of trade and census statistics and other important data of interest or value to the public are sent out on classified mailing lists. These announcements are usually prepared by the employee in charge of the section where the information is available, and the preparation of each probably does not require more than an hour or two. Book paper, 50 pounds to a ream, 25 by 38 inches and costing 7½ cents a pound, is used in duplicating these notices. Figures are not available as to the amount of paper necessary for this purpose, but only a small amount is required. Certain publicity and press matter prepared and issued by the Bureau of the Census was in the line of instructions to supervisors and brief press notices advising the date of the census, its importance, and inquiries which were required to be answered. This matter was deemed necessary in order to avoid confusion and prepare the public in advance so that they would be able to more intelligently answer the inquiries. As the data for the different cities are completed, they are now issued at intervals in the form of press notices.

DEPARTMENT OF THE INTERIOR.

DEPARTMENT OF THE INTERIOR,
Washington, March 13, 1920.

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

MY DEAR SENATOR: Your letter of the 20th instant has been received. In reply you are informed that the bureaus of this department have been requested to furnish a statement in compliance therewith.

Statements showing publicity matter and other printing by mimeograph, multigraph, or other process by the Secretary's Office, Bureau of Mines, General Land Office, Office of Indian Affairs, United States Geological Survey, United States Reclamation Service, Bureau of Education, Pension Office, Patent Office, St. Elizabeths Hospital, Freedmen's Hospital, and Superintendent, United States Capitol and Grounds are inclosed herewith.

A similar report for the field service of this department will be furnished to you prior to April 15.

There is herewith inclosed for your information a copy of a circular issued by the department to all bureaus and offices in relation to observation of economy in use of paper.

Cordially, yours,

E. J. AYERS, *Chief Clerk.*

[Circular.]

DEPARTMENT OF THE INTERIOR,
Washington, March 9, 1920.

To heads of bureaus and offices, chiefs of divisions, and Secretary's office, Department of the Interior.

The Joint Committee on Printing of Congress has called attention to the increasing shortage of paper and to the fact that the Government Printing Office may soon be without sufficient paper to print such publications as may be absolutely necessary, and has suggested the advisability of reducing the amount of paper used in publication and other work.

It is desirable that the utmost economy in the use of paper be exercised throughout all branches of the Interior Department, and in order to effect this no requisition for printing, mimeographing, or multigraphing should be made unless the work is absolutely essential to the transaction of the business of the department; and in those cases where the printing is necessary, the number of copies to be printed, mimeographed, or multigraphed should be reduced to the lowest possible number.

ALEXANDER T. VOGELSANG,
Acting Secretary.

CAPITOL BUILDING AND GROUNDS.

OFFICE OF SUPERINTENDENT,
CAPITOL BUILDING AND GROUNDS,
Washington, D. C., March 2, 1920.

Mr. E. J. AYERS,
Chief Clerk, Department of the Interior.

DEAR SIR: In answer to your recent letter attached to the circular letter from the chairman of the Joint Committee on Printing, I beg to state that this office has in use one Edison rotary mimeograph, No. 77, which is used for the printing of specifications in relation to work to be performed under the direction of this office, and that its use is necessary for the work referred to, and that I am unable to suggest that the discontinuance of its use would result in any saving to the Government, or that any of the publications of this office can be temporarily suspended.

Very respectfully,

ELLIOTT WOODS,
Superintendent, United States Capitol Building and Grounds.

BUREAU OF EDUCATION.

DEPARTMENT OF THE INTERIOR,
Washington, March 11, 1920.

DEAR MR. AYERS: Complying with your request of February 25, I am handing you herewith report in duplicate of the information requested in letter of the Joint Committee on Printing of February 20, 1920.

The bureau has no work of this kind done in the field service outside of Washington.

Sincerely, yours,

J. F. ABEL, *Chief Clerk.*

Mr. E. J. AYERS,
Chief Clerk, Department of the Interior.

Item 1:

Number.	Kind.	Location.	Cost.	Other information.
1	Multigraph (36–C8263–9041)..	Room 118.	$225	Motor driven; metal type, set by hand; self-feeding.
1	Mimeograph (78–10285).....	...do.....	145	Motor driven; self-feeding.
1	Mimeograph (78–9815).....	...do.....	145	Do.
1	Mimeograph (78–10096).....	...do.....	145	Do.
1	Mimeograph (78–9696).....	Room 102.	105	Motor driven; self-feeding. (Purchased July 19, 1919, under statute providing for national security and defense.)
1	Mimeograph (78–4086).....	...do.....	145	Motor driven; self-feeding.
1	Mimeograph (78–13097).....	...do.....	145	Do.
1	Hooven automatic typewriter (1105520).	Room 118.	775	Motor driven.

Item 2.—The work done by this equipment is divided into three classes: (1) Letters, (2) questionnaires, (3) leaflets. There is an approximate monthly output of 400,000 sheets. Of this amount about 160,000 are letters, 120,000 questionnaires, and 120,000 leaflets. This paper costs about $500 per month.

Samples of the various kinds of work are attached herewith.

Item 3:

Number.	Kind.	Location.	Cost.	Other information.
1	Addressograph (a 3-354B)	Room 102	$900	Motor driven; self-feeding.
1	Addressograph (B 6583)	...do	175	Do.
1	Addressograph (a 3-314)	Room 118.	900	Do.
1	Addressograph (B 220W)	Room 102.	300	Do.
1	Mailometer (410)	Room 118.	250	Motor driven.
1	Mailometer (423)	Room 102.	250	Do.
1	Mailometer (284)	...do	200	Do.
1	Universal folding machine (17-1683)	Room 118.	310	Motor driven; self-feeding.
1	Universal folding machine (17-1635)	Room 102.	310	Do.

Item 4:

Name.	Designation.	Location.	Compensation.	Fund.
John R. Hendley	Addressograph operator	Room 102.	$1,200	Investigation of city school administration.
Edward T. Dyer	Skilled laborer	...do	840	Salaries.
Joseph H. Richardson	...do	...do	720	Rural and industrial education.
Percival W. Webster	Clerk	Room 118.	1,000	School and home gardening.
Jesse C. Anderson	Minor clerk	...do	[1] 60	Do.
Miss Birdie B. Hill	Clerk class 2	...do	1,400	Do.

[1] Per month.

Item 5.—Miss Helen Fitz Randolph, specialist in the School Garden Army, room 118, $250 per month. Appointment authorized by statute making appropriation for "Investigation of school and home gardening."

Item 6.—News bulletins in the form of broadsides, containing from 15 to 30 articles, were issued twice a month and sent to newspapers. The distribution of these bulletins was restricted to daily papers in towns of over 3,000 population and weekly papers in towns of under 3,000 population. The average number of copies printed of each broadside was 2,500. Associated Press dispatches were filed as news material justified it, and special articles written for newspapers and magazines upon their request. Articles were also given to the United Press Association. News developments in regard to School Garden Army were supplied in form of mimeographed dispatches. Garden plays were provided in mimeographed form to newspapers, each edition containing approximately 2,500 mimeographed sheets. Articles, accompanied by photographs, have been prepared for some of the leading magazines. Twelve home-reading courses were issued in the form of newspaper broadsides and sent to 3,000 daily papers and magazines, together with news story. Seven articles on home economics were prepared and sent out in form of newspaper broadsides. This broadside also contained six articles on kindergarten topics and statistical information compiled by the bureau, and was sent to 2,500 daily papers. (Samples of broadsides attached herewith.[1])

In connection with the publication of School Life, and education journal distributed to school officials throughout the United States and carrying such material formerly put out in mimeographed circulars, mimeographed summaries of some of the articles (not exceeding two pages in length) are sent to a list of 3,000 newspapers and periodicals and to Washington correspondents, the idea being to furnish to the press such items as are of general interest. Twelve such articles have been issued in the past six months. The employee in charge of this work is W. Carson Ryan, jr., specialist in industrial education and vocational guidance. The issuance of these press letters involves only a small fraction of this employee's time, since the material has already been prepared for use in School Life. (Samples are attached.)

The paper used is of medium grade and weighs 4½ pounds to the ream.

FREEDMEN'S HOSPITAL.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., March 1, 1920.

Mr. E. J. AYERS,
Acting Assistant Secretary, Department of the Interior.

SIR: In compliance with the request in your letter of February 25, there is inclosed herewith report, in duplicate, of mimeograph and similar machinery in the Freedmen's Hospital.

Item 1.—One Edison rotary mimeograph, No. 77, model 1914, purchased December 10, 1914; price, $60. Operated by hand; is not equipped with self-feeders or automatic ink roller.

Item 2.—Notices to physicians, orders to employees, forms, etc. Approximately 50 copies of each, costing not more than 60 cents.

Item 3.—No addressing, folding, or mailing machinery.

Item 4.—This work averaging less than two hours per month, is performed by the typist, employed balance of time in the typewriting, stenographic, and clerical work of the hospital, whose designation is assistant clerk, Freedmen's Hospital, $700 per annum, paid from sundry civil appropriation.

Item 5.—No one in hospital engaged gathering, writing, or editing publicity or press matter.

Item 6.—No publicity or press matter prepared in hospital.

There is also inclosed herewith samples of the work done, as requested under Item 2.

Very respectfully,

——— ———, *Surgeon in Chief.*

GEOLOGICAL SURVEY.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., March 10, 1920.

Mr. E. J. AYERS,
Acting Assistant Secretary.

MY DEAR MR. AYERS: In response to your letter of February 25 inclosing a circular letter from Hon. Reed Smoot, chairman Joint Committee on Printing; subject, mimeograph, multigraph, and other printing devices:

Item 1:	Cost.
1 multigraph by motor and equipped with printer's ink attachment and self-feeder	$475
The use of this machine for production of matter other than correspondence and records is incidental.	
1 multigraph, metal type on drum, set by semiautomatic devices	250
The use of this machine for production of matter other than correspondence and records is incidental.	
2 mimeographs, automatic feed, motor operated	280
The use of these mimeographs for production of matter other than correspondence and records is incidental.	

Item 2.—Publicity material, mimeograph only, approximately 120,000 copies semiannually. Sample herewith. Estimated cost, labor, paper, etc., $975.

List of publications, Geological Survey, usually issued monthly, 80,000 copies semiannually. Sample herewith. Estimated cost, labor, paper, etc., $700.

No magazine or other publications of an office journal type are issued by the Geological Survey.

Item 3:	Cost.
3 graphotypes	$1,350
1 A3 addressographs	800
4 F–1 addressographs	700
1 folder	375
1 sealer	95
1 sealer (purchased since Mar. 1, 1919)	150
250,000 addressograph plates	5,750

One A3 addressograph, one F1 addressograph and one folder were secured by transfer from Fuel Administration under authority of Executive Order, dated July 29, 1919. The other material was purchased from "Contingent Fund, Interior Department."

These machines are used almost exclusively in connection with the gathering and compilation of statistical material, required by law in the preparation of "Mineral Resources of the United States" and in the preparation of pay rolls for Interior Department.

Item 4.—Appropriation: United States Geological Survey.

	Salary.	Total.
1 senior clerk	$1,800	$1,800
2 junior clerks	1,320	2,640
1 addressograph mechanician	1,380	1,380
1 addressograph plate cutter	1,020	1,020
Do	1,140	1,140
1 skilled laborer	840	840
2 skilled laborers	900	1,800
1 multigraph operator	1,140	1,140
5 assistant map printers	720	3,600
1 assistant map printer	900	900
Do	840	840
2 messenger girls	600	1,200

Employed in Interior Building.

Item 5.—Preparation of publicity matter in most cases is entirely incidental to the work of the specialist concerned; for example, the field geologist who handles iron ore will prepare one or two press statements during the year on his particular subject. No person is employed on the preparation or editing of any publicity matter except as purely incidental to his regular work. About January 1 of each year the Geological Survey issues brief annual summaries covering the production during the calendar year of the 15 or more most important minerals.

The number of people contributing to Item 5 is from 60 to 75, measured largely by the number of Geological Survey scientific specialists, each contributing one or two items during the year on his own specialty.

Item 6.—Printed Press Bulletins, 230,000 copies semiannually, 28-pound M. F. news, 24 by 32, total weight of paper, approximately 6,500 pounds.

Mimeograph matter, 120,000 copies, writing paper, white, wove (Item 1537, General Schedule of Supplies), approximate weight of paper 4,200 pounds.

The Geological Survey has no report to make on any of the above items covering its field offices. This report, however, includes in large measure, the result of field work.

Cordially yours,

GEO. OTIS SMITH, *Director.*

OFFICE OF INDIAN AFFAIRS.

DEPARTMENT OF THE INTERIOR,
Washington, March 2, 1920.

MY DEAR MR. AYERS: In compliance with your request of February 25, 1920, the following report is made:

Item 1.—The following is the only reproducing machine used in this office:

1 photostat machine, No. 1, Commercial Camera Co., motor drive, cost..... $600

Item 2.—All the mimeographing, multigraphing, and lithographing is done by the department, and this office has kept no record of quantities and cost. All the correspondence is typewritten. The photostat machine is used in reproducing office records. About 32,000 copies are made in one year. Cost of paper about $1,000.

Item 3.—

1 envelope sealer, Standard, model II, Cutler-Dickie Co., motor drive, used entirely in the distribution of office mail..... 1 Addressograph Co. machine, Chicago, model B-16971, duplicator and repeater, motor drive, used entirely in the preparation of office mail.....	$111.37

Item 4.—One man is employed on the photostat machine, at $1,200 per annum.

Item 5.—No publicity writing is done by this office.

Very truly, yours,

C. F. HAUKE, *Chief Clerk.*

Mr. E. J. AYERS,
Chief Clerk of Interior Department.

GENERAL LAND OFFICE.

DEPARTMENT OF THE INTERIOR,
Washington, February 26, 1920.

Mr. E. J. AYERS,
Chief Clerk, Department of the Interior.

DEAR MR. AYERS: I have your communication of February 25 requesting that I furnish, in duplicate, the information asked for in letter of the Joint Committee on Printing, of February 20, copy transmitted, and to make a separate report, in duplicate, covering and field service outside of Washington, as early as practicable.

It appears from the letter of the Joint Committee on Printing that in its investigation it has ascertained that mimeograph, multigraph, any other devices are now being used by the various Government departments and services in the publication of vast quantities of publicity matter and printing, instead of having the same printed by the Government Printing Office or other printing plants. The committee desires to know the number, kind, location, and cost of all machinery or other equipment used in this class of work; also the number, kind, location, and cost of all addressing, folding, and mailing machinery and other equipment used for the distribution of matter reported on; the number of persons employed in the operation and supervision of the machines and equipment; the number, designation, location, and compensation of all persons engaged either all or part of their time in gathering, writing, or editing publicity or press matter, from what fund paid and by what authority; the quantity of publicity and press matter prepared and issued by persons included under the preceding paragraph, how produced, and how distributed; also, if possible, the approximate kind and weight of paper used in the publication of such matter during the last six months.

In reply I have to report that this office does not have machinery of any kind for the mimeographing, multigraphing, or duplicating of pamphlets, circulars, or publications. This work when required is done through the Division of Publications of the department. As a general rule we only have a few hundred copies of any regulations

or circulars of instructions run off on the multigraph or mimeograph machine, and when they are required in larger quantities the number hardly ever exceeds two or three thousand copies. These circulars and regulations are used by the office force and also for the guidance of field officers in general. They are distributed by the messengers of this office. Samples herewith.

We do, however, issue the Land Service Bulletin, a monthly publication, 475 copies being run off by the Division of Publications of the department from their machine. This bulletin is edited by a member of the board of law review, who devotes only a small part of his time to this work. His compensation is $2,500 per annum, payable from the appropriation for protecting public lands, timber, etc., under authority of the commissioner.

With reference to this bulletin, it is earnestly submitted that its cost in paper, editing, and mimeographing is in no way comparable to the value of the information it affords to all officials and supervisory personnel in the public land service. Its chief purpose is to furnish early and definite knowledge of all important public land actions and activities. Sample copy herewith.

As to what, if any, duplicating machines we have in the field, a separate report will be submitted.

Very respectfully,

———— ————, *Chief Clerk.*

BUREAU OF MINES.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., March 8, 1920.

MR. E. J. AYERS,
Chief Clerk, Department of the Interior.

MY DEAR MR. AYERS: With reference to your letter of February 25, with which you transmitted a letter from Hon. Reed Smoot, chairman of the Joint Committee on Printing, dated February 20, 1920, asking for a report of the multigraphs, mimeographs, and other devices used in the various departments of the Government:

I transmit to you herewith, in duplicate, a report showing the number of multigraphs, mimeographs, and other devices used in the Washington office of the Bureau of Mines, the number of employees engaged on such work, together with a statement explaining in detail the character and class of work performed and the authority conferred on the bureau for disseminating such information. The report with respect to the multigraphs, mimeographs, other devices, and work performed at the various field stations of the Bureau of Mines will be transmitted at a later date and before April 15.

Very truly, yours,

———— ————, *Director.*

Item 1:

Number.	Kind.	Location.	Cost.	Power-driven.	Hand-driven.	Self-feeding.	Automatic ink roll rs.	Metal type.	Method of typesetting.
1	Multigraph [1]..	Room G–130, Interior Department.	$800.00	Yes...	No....	Yes...	Yes...	Yes...	Flexotype setter and by hand.
1	.....do.....	.....do.....	560.00	Yes...	No....	Yes...	No....	Yes...	Do.
3	No. 78 mimeograph.	.....do.....	394.70	Yes...	No....	Yes...	No....	No....	None (stencil).
1	No. 80 mimeograph.	.....do.....	110.00	No....	Yes...	No....	No....	No....	Do.

[1] Purchased since Mar. 1, 1919, under authority of the organic act establishing the Bureau of Mines, approved Feb. 25, 1913.
" * * * to disseminate information concerning these subjects in such manner as will best carry out the purposes of this act."

Item 2:

MIMEOGRAPH.

Class.	Copies.	Paper.		Total cost, labor, paper, ink, etc.	Sample.	Remarks.
		Reams.	Cost.			
Report.....	650	70	$35.70	$74.00	Exhibit A...	Issued monthly.
Bibliography..	800	48	24.48	45.90	Exhibit B...	Do.
Record.....	550	42	21.42	42.10	Exhibit C–1, Exhibit C–2.	Do.
Report.....	100	3	1.53	11.15	Exhibit D...	Similar reports only issued occasionally.
Notices.....	100	1/6	.11	1.75	Exhibit E...	Similar notices issued to technical papers on an average 4 times a month.
Circulars.....	200	3	1.53	4.75	Exhibit F...	Similar notices issued on an average twice monthly.
Tables.....	650	2¾	1.40	2.50	Exhibit G...	Issued monthly.
Form.....	1,000	2	1.02	2.00	Exhibit H..	Similar forms issued on an average once monthly.

MULTIGRAPH.

Office order...	200	2/6	(1)	$0.50	Exhibit 1...	Similar orders issued on an average 3 times a month.
Imprints.....	1,000	.....	(1)	.45	Exhibit 2...	Similar jobs only performed occasionally about 5 times a year.
Postal cards...	500	.....	(1)	.40	Exhibit 3...	Similar post-card notices issued in emergencies averaging not more than once a month.
Form letter...	300	.....	(1)	1.00–1.25	Exhibits 4 and 5.	Various kinds of form letters, an average of 6 a month.
Circular.....	200	.....	(1)	.55	Exhibit 6...	Similar circulars issued about 3 times a month.
Cover.....	1,000	2	$6.60	7.25	Exhibit 7...	Printed on an average 6 times a year.
Form.....	1,000	2	1.50	2.50	Exhibit 8...	Similar forms issued about once a month.
Slips.....	1,000	½	.40	1.25	Exhibit 9...	Similar forms issued on an average of once a month.

[1] Price of stationery not included; Government Printing Office stock used.

Item 3:

Number.	Kind.	Location.	Cost.
		Room.	
1	Belknap addressing machine, model 3	G-124	$125
1	Graphotype for cutting metal address plates (G-2)	G-126	450
1	Graphotype for cutting metal address plates, model G-2	G-126	450
1	Addressograph automatic, model A-3	G-124	1,590
1	Addressograph, model F-1	G-124	450
1	Sealing machine, multipost	G-128	85
1	Stitching machine	G-126	277
1	Punching machine	G-130	110
1	Cutting machine	G-130	90

AUTHORITY.

Organic act of the Bureau of Mines, approved February 25, 1913, section 2: "That it shall be the province and duty of the Bureau of Mines, subject to the approval of the Secretary of the Interior, to conduct inquiries and scientific and technologic investigations concerning mining, and the preparation, treatment, and utilization of mineral substances with a view to improving health conditions, and increasing safety, efficiency, economic development, and conserving resources through the prevention of waste in the lining, quarrying, metallurgical, and other mineral industries; to inquire into the economic conditions affecting these industries; to investigate explosives and peat; and on behalf of the Government to investigate the mineral fuels and unfinished mineral products belonging to, or for the use of, the United States, with a view to their most efficient mining, preparation, treatment, and use; and to disseminate information concerning these subjects in such manner as will best carry out the purpose of this act."

Different appropriations for contingent expenses of the Department of the Interior. "* * * filing and labor saving devices * * *", carried each year in the acts making appropriations for the legislative, executive, and judicial expenses of the Government.

Enforcement of the act to regulate explosives, approved October 6, 1917: "* * * and for every other expense incident to the enforcement of this act. * * *."

Item 4.—Number of persons employed in the operation and supervision of the machines and equipment reported on under paragraphs Nos. 1 and 3.

Number.	Designation.	Location.	Compensation.	Appropriation.
1	Clerk	Room G-132, Interior Department.	$1,560	General expenses (sundry civil act).
1	Multigraph operator	do	1,320	Adjustment and payment of mineral claims (minerals relief act).
1	Under clerk	do	1,100	Do.
1	Addressograph operator.	Room G-126, Interior Department.	1,020	Mineral mining investigations (sundry civil act).
1	Mimeograph operator	Room G-130, Interior Department.	960	Testing fuels investigations (sundry civil act.).
1	Addressograph operator.	Room G-134, Interior Department.	780	Mine accidents investigations (sundry civil act).
1	Messenger	do	540	Government fuel yards (sundry civil act).
7			7,280	

In answer to paragraphs 5 and 6, in reference to publicity, the Bureau of Mines wishes to make this general statement on the subject:

Item 5.—The Bureau of Mines is charged by Congress with conducting inquiries and scientific and technologic investigations concerning mining, and the preparation, treatment, and utilization of mineral substances with a view to improving health conditions and increasing safety, efficiency, economic development, and conserving resources through the prevention of waste in the mining, quarrying, metallurgical, and other mineral industries, and to "disseminate information concerning these subjects in such manner as will best carry out the purposes of this act."

Carrying out this duty imposed by Congress the Bureau has carried on through the mining press and the daily press in mining communities a propaganda seeking to decrease the death rate in American mines. As a result of this propaganda giving the recommendation of the Bureau of Mines the death rate in American mining has been considerably reduced. From the best statistics available, these efforts have resulted in a saving of more than 5,000 lives of miners since the organization of the bureau. These figures are based upon the assumption that had the death rate that prevailed in American mines for 10 years previous to the organization of the bureau been continued during the last 10 years that the bureau has been engaged in this work 5,000 more miners would have been killed. This is a conservative statement, because all of the indications are that the death rate would have gone even higher had not this Federal effort been made.

The Bureau of Mines follows out this same procedure in economic matters connected with its work. More than a year ago it showed that certain of its employees, by urging the cementing of oil wells in the north Cushing fields of Oklahoma, had succeeded in increasing the production of oil from 50 wells more than 2,000 barrels a day. It was also shown that this was adding $4,500 a day to the operators' gross income and that if the increased oil yield continued for one year there would be an addition of more than three quarters of a million barrels of oil and $1,640,000 more in the pockets of the operators. This statement, widely heralded among the oil men, has resulted in a quite general adoption of this practice and an increased yield of oil whose value is difficult to calculate.

The Bureau of Mines, in carrying on such propaganda or publicity work, feels that it has been discharging in the most practical possible manner the duty imposed upon it by Congress to "disseminate information concerning these subjects in such manner as will best carry out the purpose of this act."

There is no one person engaged upon this work. Members of the bureau employed to conduct certain investigations and paid from the appropriations for the work of the bureau carried in the sundry civil act, whenever their work is completed usually write a brief statement for the technical press, with the purpose of acquainting the industry in a general way and without delay with what has been accomplished. This is thought by the bureau especially desirable because of the amount of time (often months) before the results of the investigations can come from the Public Printer. Oftentimes when the results are expressed in practicable recommendations looking to the saving of life, as they frequently do in the mining investigations, the desirability of prompt dissemination of information is doubly apparent.

Item 6.—Practically all of the bureau's so-called publicity goes to the technical or mining press. In order to simplify this work the bureau issues (a copy going to the Joint Committee on Printing) a monthly report on mineral investigations, which not only supplies the needs of the mining press, but also serves the need by the bureau for data in accurate, up-to-date, available form for sending to persons writing to the bureau for information on these subjects. These statements obviate the writing of many letters and save clerical expense. At the same time they give mining men a service that is valuable and prompt.

Occasionally, perhaps a half dozen times a year, the bureau has some information that is of important interest to the general public. Such statements are either put into form by the bureau for sending to the newspapers, or the newspaper men call at the bureau and interview the engineers or chemists whose work has produced this information of interest to the general public.

UNITED STATES PATENT OFFICE.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., March 9, 1920.

Mr. E. J. AYERS,
Acting Assistant Secretary, Interior Department.

SIR: Replying to your letter of February 25, 1920, asking for a report giving information requested in the letter of February 20, 1920, by the chairman of the Joint Committee on Printing, you are advised as follows concerning the Patent Office.

Respectfully,

M. H. COULSTON,
Assistant Commissioner.

Item 1.—One hand-operated multigraph machine having automatic inking ribbon mechanism. Metal type set by hand is used.

Item 2:	In 6 months.
Office blanks, Exhibits A and B	79,000
Notices and orders to employees, Exhibits C and D	4,291
Circulars, Exhibits E and F	8,900

No journals, magazines, periodicals, or similar publications are produced on this machine.

During the past six months the cost of operating this machine has been:

Paper	$110.25
Labor	210.00
Multigraph supplies	27.50
Repair of machine	50.00
	497.75

Item 3.—None.

Item 4.—(*a*) One boy, working about one-half his time on the multigraph; (*b*) examiner's aid; (*c*) room 218, U. S. Patent Office; (*d*) $720 per annum, including the bonus; (*e*) legislative, executive, and judicial appropriation bill.

Item 5.—It is not known that any employee has given an appreciable amount of his official time to work of this character. The following statement, is, however, made as a matter of information:

In the spring of 1918 a number of lectures or articles on the rules of practice, the patent statutes, and decisions of the courts in patent cases were prepared and delivered by way of instruction before a considerable number of the new employees of the examining corps. A demand arose for copies of these lectures in printed form for study and reference purposes, and this led to the foundation of the Journal of the Patent Office Society, in which these lectures subsequently appeared, and are still appearing.

Twenty-four of the older employees of the office took part in the work of compiling these lectures. These persons were at the time all employed at the Patent Office and their employment was authorized by and they were paid under the terms of the legislative, executive, and judicial bill for the fiscal year ending June 30, 1918.

Articles on other subjects and various announcements have appeared in different numbers of the Journal of the Patent Office Society. Some of these articles have been contributed by employees and some by patent attorneys. Their production, so far as is known, has been on the authors' own time, and no authority has been given for the use of official time for that purpose. It is not known how many different persons have contributed to the Journal of the Patent Office Society, which is supposed to be outside the intended scope of the inquiry.

In addition the Patent Office Society has printed and distributed by paid postage to persons and corporations known to be interested in and whose interests are affected by the administration and execution of the statutes on which the patent system is based information dealing with proposed remedial legislation. The purpose of this action has been to acquaint the said persons and corporations with proposals made and actions taken to change existing patent law to improve the patent system. Effort has been made particularly to make known the work of the National Research Council by its patents committee along this line. This work of the Patent Office Society has been done outside of Government hours and entirely at the expense of the society. The amount of matter so printed and distributed has not been ascertained. Activities of this character are also presumed to be outside the intended scope of the inquiry, although they fall within the terms thereof broadly interpreted.

The Assistant Commissioner of Patents has written letters answering inquiries and giving information with reference to pending legislation. He is at the Patent Office and is paid under the regular appropriation bill.

Item 6.—About 1,100 copies of the Journal of the Patent Office Society are issued each month. It is sold by subscription. The subscriptions received cover the entire expense of its publication. It is distributed by mail, under paid postage, by the printer, except a certain number of copies, which are distributed by hand to subscribers in the Patent Office. It is not a Government publication. The amount of paper used in the Journal of the Patent Office Society during the last six months is not known. All of this paper, however, has been purchased by the Patent Office Society from its own funds.

Respectfully submitted.

M. H. COULSTON, *Assistant Commissioner.*

MARCH 9, 1920.

UNITED STATES PENSION OFFICE.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., March 1, 1920.

MR. E. J. AYERS,
Chief Clerk, Department of the Interior.

MY DEAR MR. AYERS: In reply to your letter of February 25, 1920, transmitting a request from the Joint Committee on Printing for a report on the duplicating and printing machines in this bureau, you are advised that this bureau has two such machines hereinafter described.

1 No. 4 multigraph, equipped with automatic paper feed, electric power drive, printing ink attachment, and signature device. Additional equipment used in connection with this machine consists of six segments and two fonts of metal type in flexo typesetters, one set being used for printing through a ribbon and the other for printing with ink. It was purchased February 7, 1919, from the appropriation "Miscellaneous expenses, Pension Office, 1919," providing for the purchase of labor-saving devices. The total cost of the machine and equipment	$615.20
1 No. 78 mimeograph, equipped with an automatic paper feed and electric power drive. The method of duplication consisting of printing through a stencil previously cut on a typewriter. There is used in connection with this machine a mimeoscope. This machine and equipment were purchased July 28, 1916, from the appropriation "Miscellaneous expenses, Pension Office, 1916," providing for the purchase of labor-saving devices, at a cost of	105.00

These machines are used for duplicating orders, decisions, and instructions of the Commissioner of Pensions, form letters, and the Field Review, samples of which are herewith. It is absolutely necessary that the orders, decisions, and instructions of the commissioner be circulated immediately after they have been made; therefore, if it were not for these machines a corps of typists would have to be employed to make the copies necessary for circulation throughout the bureau. A force of typists would also have to be employed in answering the numerous inquiries which are now answered by form letters. The Field Review, serving the bureau as a convenient medium of communication with special examiners, has proved an important factor in the promotion of efficiency in the special examination service. It deals largely with interpretations of law and changes of practice and takes the place of many circulars and individual letters of instruction. This publication advocates teamwork and standardized method and is accomplishing excellent results.

The paper generally used in this class of work weighs 4.94 pounds per ream and costs 0.0846 cents per pound. About 600 reams are used annually.

The addressing and mailing machines in this bureau are used solely for the purpose of mailing pension checks.

The two duplicating machines are operated by one clerk, whose salary is $1,400 per annum, and is paid out of the appropriation for salaries, Pension Office.

This bureau has no one engaged in gathering, writing, or editing publicity or press matter.

Cordially, yours,

F. D. BYINGTON, *Chief Clerk.*

RECLAMATION SERVICE.

Item 1:

No.	Kind.	Location.	Cost.	
1	No. 78 Edison mimeograph. with motor.	Room B-330, Interior Department.	$140	No equipment has been purchased since Mar. 1, 1919.

Item 2:

Kind.	Total number of copies (6 months).	Cost, including paper and labor.
Circular letters and miscellaneous notices regarding opening of public lands.....	50 000	$300

Samples of work herewith.

Item 3:

No.	Kind.	Location.	Cost.	Authority for purchase.
1	Addressograph, Model B....	Room B-330, Interior Department.	$112.50	Reclamation act of June 17, 1902.

Item 4:

No.	Designation.	Location.	Compensation.	Fund from which paid.
1	Skilled laborer.....	Room B-330, Interior Department.	$1,020 per annum plus bonus.	Reclamation fund.

Item 5:

No.	Designation.	Location.	Compensation.[1]	Fund from which paid.	Authority.
1	Statistician.....	Room 6038, Interior Department.	$3,300	Reclamation fund.	Reclamation act and annual appropriation by Congress.
1	Clerk.....	Room 6042, Interior Department.	1,620	.....do.....	Do.

[1] Plus bonus of $240.

Item 6:

Quantity.	How produced.	How distributed.	Kind and weight of paper.
19,000 copies.....	Mimeographed..	Mailed to project newspapers, posted on bulletin boards, etc.	150 pounds No. 20 white writing.

NOTE.—Less than 1 per cent of the time of one person is taken up with the preparation of press matter and bulletins, which consist of announcements of opening of public lands, results of bids, etc.

ST. ELIZABETHS HOSPITAL.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., February 28, 1920.

Mr. E. J. AYERS,
Assistant Acting Secretary Department of the Interior,
Washington, D. C.

DEAR SIR: Replying to communication of the Joint Committee on Printing of February 20, 1920, I have to inform you that this hospital has one No. 78 Edison rotary mimeograph, hand operated, which is used for routine office work and hospital records.

Very respectfully,

M. SANGER,
Administrative Assistant to the Superintendent.

SECRETARY'S OFFICE.

Information requested by the Joint Committee on Printing in letter of February 20, 1920:

Item 1:

1 mimeograph, Model 78, No. 10094	$140.00
1 folding machine, Model 17, No. 1221	261.00
1 stapling machine	35.00

The mimeograph and folding machine are self-feeders and operated by motors. No metal type is used on this mimeograph. These machines are used occasionally on publicity matter and frequently on correspondence and office records.

Item 2.—Statement showing publicity matter mimeographed during the six months ending February 29, 1920:

	Number.	Stencils.	Number of copies.	Reams of paper.	Cost.		
					Stencils.	Paper.	Total.
Speeches and reports	5	50	3,265	104	$7.50	$72.80	$80.30
Conferences	5	24	1,775	17	3.60	11.90	15.50
Monthly Bulletins	10	216	3,400	158	32.40	110.60	143.00
Press notices	8	18	2,600	11	2.70	7.70	10.40
Total	28	308	11,040	290	46.20	203.00	249.20

Item 3:

	Price.
Universal folder No. 17, serial 1221, motor, automatic feed	$261.00
Universal folder D, serial 355, motor, automatic feed	375.00
Boston wire stitcher, serial 1782, motor	333.20
Foot-power stitcher	35.00
Mimeograph, A. B. Dick No. 78:	
Serial 12104, motor, automatic feed	84.00
Serial 10094, motor, automatic feed	140.00
Serial 4756, motor, automatic feed	117.75
Serial 3032, motor, automatic feed	60.00
Mimeoscope, A. B. Dick model H, serial 195	75.00
Multigraph Printer No. 3, serial 32291, motor, automatic feed	175.00
Multigraph Printer No. 36, serial 1409, motor, automatic feed	213.75
Multigraph Printer No. 36, serial 5419, hand feed	225.00
2 Flexo Typesetter No. 39	109.26
New Multigraph No. 4, serial 14654, motor, automatic feed	393.00

This is the only machine ordered since 1919. These machines are located in Room B–132, Interior Department Building.

These machines were purchased from the appropriation for "Contingent expenses," which provides for the purchase of labor-saving devices, etc.

Item 4:

1 clerk	$1,200.00
1 multigraph operator	900.00
1 assistant multigraph operator	720.00

These employees are paid from the appropriation for "Contingent expenses."

Item 5.—No employees of this office are engaged in gathering, writing, or editing publicity or press matter. Press notices usually originate from the bureaus and offices of this department.

Item 6.—For quantity, weight of publicity matter, and how produced, see paragraph No. 2; white writing paper, General Supply Schedule Item 1537, 50 per cent rag, soft finish, is used in mimeographing press and publicity matter.

DEPARTMENT OF JUSTICE.

BUREAU OF INVESTIGATION,
Washington, January 26, 1920.

JOINT COMMITTEE ON PRINTING,
Senate Office Building, Washington, D. C.

GENTLEMEN: Please advise this office if the act approved March 1, 1919, covers mimeographing and multigraphing work, of which a great deal is required in the operation of the field offices of this bureau. It has generally been understood that same are not covered in the above and such work has been authorized by this bureau. Should the act be construed as covering all such work, will it be necessary for this bureau to request authority to pay these expenses from our appropriation or will blanket authority be issued to cover all such work which has been authorized and paid?

It is further requested that you advise us if we may continue to authorize such expenditures in the future.

Yours, very truly,

FRANK BURKE,
Assistant Director and Chief.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, D. C., March 4, 1920.

DIRECTOR, BUREAU OF INVESTIGATION,
Department of Justice.

DEAR SIR: I have your letter of January 26, 1920, asking advice as to whether section 11 of Public Act No. 314, approved March 1, 1919, covers mimeographing and multigraphing work.

The committee now has that question under consideration and has sent out a letter, a copy of which is inclosed herewith, to all of the departments requesting information as to the use of the mimeograph and multigraph. After receipt of the reports requested the committee hopes to reach a decision promptly.

Pending that action I see no objection to your doing such mimeographing and multigraphing work as may be required in the operation of your field offices, the same as other branches of the Government service are doing.

Respectfully,

REED SMOOT, *Chairman.*

DEPARTMENT OF JUSTICE,
Washington, D. C., March 15, 1920.

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

SIR: Permit me to acknowledge the receipt of your letter of February 20, requesting certain information relative to devices being used by the various Government departments in the production of printed matter, and to report as follows:

Item 1.—This department has in use two motor-propelled mimeograph machines, with automatic feeding attachments, the original cost of which was $261. These machines are used in producing typewritten matter by means of a stencil. We also have in use two photostat machines, the original cost of which was $1,400. They are hand operated and are used for making photographic copies of correspondence, maps, photographs, etc. A drying machine, which cost $410, is used in connection with the photostat machines. Only one of the machines mentioned, a mimeograph, was purchased since March 1, 1919, and its cost was paid from the department's contingent fund for miscellaneous expenditures provided in the legislative, executive, and judicial appropriation act for the fiscal year ended June 30, 1919.

Item 2.—The matter produced on this equipment is not divided into particular classes. The mimeographs are used for printing all classes of work, such as circulars, notices, copies of letters, etc. These machines are the only means the department has for producing printed matter required for immediate use. There are inclosed herewith samples of the work produced by the mimeograph and photostat machines. The average monthly quantity of mimeograph paper used is approximately 400 reams at a cost of 45 cents per ream. The number of reproductions on the photostat machines averages from 200 to 300 copies per day, the approximate cost being 3 cents per copy.

Item 3.—The department has two addressing machines, the original cost of which was $216.50. One of the machines is motor propelled and the other foot propelled. These are used principally for addressing envelopes and franks. They were purchased from the contingent fund for miscellaneous expenditures provided from year to year in the legislative, executive, and judicial appropriation act.

Item 4.—The following is a list of employees engaged in the operation of the mimeograph and photostat equipment:

Designation.	Compensation per annum.	Fund from which paid.
Special employee (photostat operator)	$1,300	Detection and prosecution of crimes.
Do	1,200	Do.
Clerk (typist)	1,000	Do.
Minor clerk (photostat operator)	1,000	Office of the Attorney General.
Special employee (photostat operator)	900	Detection and prosecution of crimes.
Special employee (mimeograph operator)	840	Do.
Special employee (photostat helper)	720	Do.
Laborer	660	Office of the Attorney General.

These employees receive a bonus of $240 in addition to their annual compensation and are under the supervision of the clerk in charge of the stenographic bureau, who receives a compensation of $1,600 per annum, plus the bonus of $240. No one is employed specifically for the purpose of operating the addressographs.

Item 5.—This department has no one engaged in gathering, writing, or editing publicity or press matter.

This report covers the department in Washington. A report on the field service will be submitted as soon as the necessary information is procured.

Respectfully,

C. B. AMES,
Acting Attorney General.

DEPARTMENT OF LABOR.

DEPARTMENT OF LABOR,
Washington, March 11, 1920.

HON. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SENATOR: Complying with your request of the 20th ultimo, relative to mimeographs, multigraphs, and other reproducing and addressing devices in the various Government establishments in Washington, D. C., there is shown below the answers to the questions contained therein, by bureaus and offices.

OFFICE OF THE SECRETARY.

Item 1.—There is shown below a statement of the number, kind, and cost of all machinery or other equipment used in producing printed and typewritten matter, etc. These are located in the Department of Labor Building, 1712 G Street NW.:

	Unit price.	Total cost.
Mimeographs, electric drive, automatic feed:		
1 Edison rotary, model No. 78		$162.50
5 Edison rotary, model No. 78 [1]	$148.00	700.00
Multigraph, electric drive, metal type, automatic feed: 1 Auxiliary Printer, A. D. 542–H [2]		157.50
Multigraph, hand power, metal type, hand feed: 1 Gammeter, No. 4 [3]		300.00
Photostats: 1 No. 1, with No. 47 Cooper-Hewitt lighting outfits		615.00
Signature device: 1 No. 24 (Mimeoscope) [4]		50.00

[1] Three of these machines were taken over by the department upon abolition of its war services.
[2] This machine is never used except when the class of work will not permit of its being mimeographed, not over 2,000 or 3,000 copies per year being made thereon.
[3] This is an obsolete, hand-power, rotary multigraph that has not been used for several years.
[4] This machine was taken over by the department July 1, 1919, upon the abolition of the war services.

All above machines were purchased prior to March 1, 1919.

Item 2.—The class of work performed by the above machinery is the mimeographing of form letters, statements, and instructions for field officers, press notices of departmental publications, and work of similar kind. No periodicals are published. The department centralizes its reproducing work in the Division of Publications and Supplies of the office of the Secretary. The following statement shows for the month of January the kind and amount of work performed for each unit of the department:

Office of the Secretary (samples herewith, Exhibit 1).—Mimeograph impressions, 4,130 mimeograph paper; sealing, 3,401; addressing, 700; collating, 1,200; stapling, 500; 7 photostat prints.

Bureau of Labor Statistics (samples herewith, Exhibit 2).—Mimeograph impressions, 500 letterheads, 6-lb. bond, 22,480 mimeograph paper; folding, 8,350; addressing, 6,136.

Bureau of Immigration (samples herewith, Exhibit 3).—Mimeograph impressions, 1,000 manifold paper (3-lb.); 3,200 bond (5-lb.); 800 bond (4-lb.).

Children's Bureau (samples herewith, Exhibit 4).—Mimeograph impressions, 28,980 mimeograph paper; folding, 13,600; sealing, 26,011; addressing, 15,410.

Bureau of Naturalization (samples herewith, Exhibit 5).—Mimeograph impressions 46,200 letterheads; 55,900 mimeograph paper; 6,150 3 by 5 cards; 158 photostat prints; sealing, 35,212; addressing, 12,825; folding, 29,710.

Employment Service (samples herewith, Exhibit 6).—2,000 copies on mimeograph paper.

Women's Bureau (samples herewith, Exhibit 7).—Mimeograph impressions, 2,750 bond (5-lb.).

In addition to the work shown before, there were 1,000 graphotype plates cut, proof read, cards printed for insertion in plates, etc., for mailing.

As will be noted, there was quite a number of photostat prints made, particularly for the Bureau of Naturalization. These are mainly photostatic copies of papers to be used in court proceedings. The paper used on mimeograph work is the ordinary mimeograph paper supplied from the schedules of the General Supply Committee. Letterheads are used only on form letters to field officers in their work with the courts in naturalization cases. In many instances the department and bureau heading is inserted by the mimeograph machine on ordinary mimeograph paper, thereby saving the use of letterheads of a much better grade of paper.

Item 3.—The number, kind, location, and cost of all addressing, folding, and mailing machinery and other equipment of that kind is shown in the following statement:

	Total cost.
Addressographs, electric drive:	
1 Model B, card index, hand feed	$170.00
1 Model A2, with frank attachment, automatic feed	1,000.00
Folding machines, electric drive, automatic feed:	
1 Universal, Model No. 17, with 2-fold attachment	261.00
1 Universal, Model No. 17, with one, two, and three fold attachments	375.00
Graphotype, electric drive, hand feed: One with upper and lower case type	400.00
Sealing machines, electric drive, automatic feed:	
1 Multipost, Model V	100.00
1 Multipost, Model V	125.00
1 Universal, standard, Model M [1]	95.00
Staple binder machine, electric drive, hand feed: 1 Boston [1]	80.00
Staple binder machine, foot power, hand feed: 1 Boston	39.20

All above machines were purchased prior to March 1, 1919.

Item 4.—The number of persons employed in the operation and supervision of the machines and equipment operated under paragraphs 1 and 3, is as follows:

	Salary.
1 clerk in charge of mailing, duplicating, and photostat section, whose duties are, in part: Supervision of work of section; filling requests for publications by preparing franks for forwarding to the Superintendent of Documents; receiving and recording mimeograph work, addressing, sealing, and photostat prints; reading proof and revising mimeograph work	$1,600
1 stencil cutter for mimeograph work	1,600
1 mailing list clerk, whose duties are the making of cards for the mailing lists; adding new names, correcting changes in addresses, etc.; revising cards when returned from Superintendent of Documents, and filing same	1,400
1 clerk, whose duty it is to take care of the machines (oiling, cleaning, etc.), cut graphotype plates, operate mimeograph, folding, sealing, and addressing machines, and photostat machines	1,200
1 clerk, who operates mimeograph, addressograph, folding and sealing machines	1,600
1 assistant messenger, who operates sealing and folding machines, straightens up mimeograph work prior to delivery, and delivers same	720

All of these are paid from appropriation, "Salaries, Office of the Secretary of Labor."

Item 5.—The office of the Secretary has no persons engaged in all or in part of their time in gathering, writing, or editing publicity or press matter. The Assistant Secretary's office is the news release office of the department, through which all press notices of any bureau, by regulation of the department, must pass. This takes but a very small fraction of the time of that official.

Item 6.—No publicity or press matter has been prepared by persons under the preceding paragraph.

BUREAU OF LABOR STATISTICS.

Item 1.—The bureau possesses one commercial duplicator, hand operated, and hand feed, costing $175; was purchased during the fiscal year 1913.

Item 2.—The reproduction of large size blank forms, the approximate number of copies of each being from 25 to 100. Samples furnished herewith, No. 8.

Item 3.—None.

Item 4.—A small fraction of the time of one messenger.

[1] Taken over by the department July 1, 1919, upon the abolition of the war services.

Item 5.—The preparation of press notices or other material for publication is done by the editors of the Monthly Review and bulletins of the bureau, and takes up approximately one-half of 1 per cent of their time. These employees are paid from appropriation, "Salaries, Bureau of Labor Statistics, Department of Labor."

Item 6.—The press notices referred to consist of from one to two pages and average about three per month, each of about 3,000 copies, and refer wholly to the publications of the bureau. These press notices are printed on ordinary mimeograph paper supplied from the schedules of the General Supply Committee. These press notices are produced on mimeograph machines of the department, located in the Division of Publications and Supplies, of the Office of the Secretary.

BUREAU OF IMMIGRATION.

Items 1–6.—None.

CHILDREN'S BUREAU.

Items 1–4.—None.

Item 5.—One editor, $2,000 per annum, uses approximately one-fourth of her time gathering, writing, and editing publicity or press matter. This employee is paid from appropriation, "Salaries, Children's Bureau, Department of Labor," and the authority for this work is found in the act creating the Department of Labor, approved March 4, 1913.

Item 6.—Approximately four press notices are released each month, based on the publications of the bureau. The work is done in the duplicating section of the Secretary's Office. It is distributed on the mailing lists of the department through the same office, and is printed on mimeograph paper furnished from the schedules of the General Supply Committee.

BUREAU OF NATURALIZATION.

Items 1–4.—None.

Item 5.—One clerk at $1,600 spent approximately one-half day on the work of preparation of press notices during the past six months, paid from appropriation, "Salaries, Bureau of Naturalization, Department of Labor," under authority of the act creating the Department of Labor, approved March 3, 1913.

Item 6.—One issue of press notices mimeographed by the machinery in the Division of Publications and Supplies, Office of the Secretary, 4,000 sheets, mimeographed on ordinary mimeograph paper, No. 20, supplied from the schedules of the General Supply Committee. (See Exhibit 9.)

UNITED STATES EMPLOYMENT SERVICE.

Item 1.—Two electrically driven, automatic feed mimeograph machines, and one hand-power, hand-feed mimeograph, purchased prior to March 1, 1919.

Item 2.—Circular letters of instruction, and form letters to field officers of the service, ranging in number from 75 to 500 copies. Samples herewith, No. 9. This is printed on mimeograph paper, supplied from the schedules of the General Supply Committee, or in certain cases on service letterheads.

Item 3.—None.

Item 4.—One clerk at $1,800 devotes a very small fraction of her time to cutting stencils for the mimeograph machine, and one messenger boy at $480 per annum, who devotes a fraction of his time to printing the same. Both are paid from the appropriation, "Employment Service, Department of Labor, 1920."

Items 5–6.—None.

WOMEN'S BUREAU.

Items 1–6.—None.

Every effort has been made to make this a complete statement in answer to the questions contained in your inquiry. This, of course, refers only to the bureaus and offices at Washington, and circulars have been sent out to the field services and upon their receipt reports will be made for those services.

Respectfully, yours,

LOUIS F. POST, *Assistant Secretary.*

NAVY DEPARTMENT.

NAVY DEPARTMENT,
Washington, March 22, 1920.

MY DEAR SENATOR SMOOT: In response to your letter of February 20, I inclose herewith reports from the Office of Naval Operations, the Bureaus of Navigation, Yards and Docks, Ordnance, Supplies and Accounts, Headquarters United States Marine Corps, Navy Allotment Office, Compensation Board, and Hydrographic Office concerning mimeographs, multigraphs, and other similar devices.

The navy yard, Washington, D. C., the United States Naval Observatory, and the other bureaus and offices of the department not mentioned above report that they have no mimeographs, multigraphs, or other devices used in the preparation of any printing other than correspondence and office records. From a perusal of the statements made by the bureaus of the department in reporting upon this matter, it would appear that, broadly speaking, all of the machines reported upon are used in the preparation of what may be included under the term "correspondence and office records" with one exception, that being the mimeograph in my own office, which is used a portion of the time for the preparation of matter for the press, a report upon which you will find inclosed with the reports from the other bureaus.

Very truly, yours,

JOSEPHUS DANIELS.

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

NAVY ALLOTMENT OFFICE.

NAVY DEPARTMENT,
Washington, D. C., March 5, 1920.

To: Secretary of the Navy.
Subject: Section 11 of Public Act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: (a) Circular letter of Secretary of the Navy, February 26, 1920.

1. Complying with paragraph 2 of reference calling for report as to printing devices used in the Navy Allotment Office, the following is submitted:

Item 1.—The following printing machinery is in use:	Total cost.
3 Multigraph (Printer No. 36), at $500 each	$1,500
4 Flexso typesetters, at $75 each	300

The machines listed above are equipped with motors and automatic feeds, the multigraph machines having inking attachments and also ribbon attachment for reproduction of typewritten letters. All type used is of metal and set by hand. No mimeographing or lithographing machines are in use in this office and no machinery has been purchased since March 1, 1919.

Item 2.—The machinery referred to in Item 1 is used for printing forms, office stationery, circular letters, and various other forms which from time to time are required for immediate use. Most of these forms are printed in lots of from 5,000 to 10,000 each, with the exception of circulars which are usually inclosed with checks and are run off in lots of about 100,000. These forms are continually changing from time to time to meet the particular needs of the different sections.

Item 3.—In addition to the printing machines mentioned in Item 1 there are in use several posting and sealing machines which are used only in connection with the routine work of this office, for which reason it is believed to be unnecessary to describe them in detail or to indicate the cost of such machines.

Item 4.—At the present time two persons are employed in the operation and repair of these machines. One, the operator in charge, who receives a compensation at the rate of $1,300 per annum, and an assistant who is paid at the rate of $1,100 per annum. Compensation is paid out of the appropriation "Transferred reservists, 1920."

Item 5.—No employees of the Navy Allotment Office are engaged in publicity or press work of any kind whatsoever. It is estimated that during the past six months approximately 1,500,000 impressions have been made by this equipment covering about 200 different jobs. The major part of this printing has been done on 20-pound Hammermill bond paper.

Item 6.—No press and publicity matter is produced. The major part of the printing covered by this report is done on Hammermill bond paper which costs from 90 cents to $1 a ream.

———— ————.

COMPENSATION BOARD.

NAVY DEPARTMENT,
Washington, D. C., March 8, 1920.

From: Compensation Board.
To: Secretary of the Navy.
Subject: Section 11 of Public Act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: (*a*) Department's letter of February 26, 1920, directing submission of report containing certain information desired by Joint Committee on Printing.
Inclosure: (A) Compensation board's serial letter No. 146, showing specimen of work and quality of paper used on mimeograph.

1. In compliance with paragraph 2 of the above reference, the department is informed that a mimeograph machine is used in this office for the purpose of reproducing circular letters of instructions to cost inspection boards, miscellaneous office forms, etc. The information desired by the Joint Committee on Printing with reference to this machine is given below:

Item 1.—(A) One Edison's rotary mimeograph machine, No. 78, hand power, self-feeder. Located in office of Compensation Board, room 2442, Navy Department. Cost $84.

Item 2.—(A) Production of serial letters of "Instructions to Cost Inspection Boards." Approximate number of copies, 300. Cost of paper, 60 cents per ream. Approximate cost of producing 300 copies of serial letters averaging three pages in length: Paper, $1.20; labor, $1.20; stencil paper, 50 cents; mimeograph ink, 10 cents—total approximate cost for one letter, $3.00; approximate cost for one year, $100. Inclosure (A) is a sample of the work produced by the mimeograph machine and paper used.

Item 3.—(A) None.

Item 4.—(A) One messenger (part time), Compensation Board, room 2444, Navy Department. Compensation $840 per annum, payable from appropriation, "Pay, miscellaneous, 1920"—Navy.

Items 5–6.—(A) None.

W. L. CAPPS.

HYDROGRAPHIC OFFICE.

NAVY DEPARTMENT,
Washington, D. C., March 8, 1920.

To: Secretary of the Navy.
Subject: Section 11 of Public Act No. 314, 65th Congress, in re public printing and binding.

1. The following machinery and work fall within the scope of the Printing Committee's inquiry:

Item 1.—One American multigraph, Room No. 1423, Navy Building; motor run; equipped with self-feeding attachment; and automatic ink rollers. Metal type used from three (3) "typesetters." Cost $1,709.67. Purchased subsequent to March 1, 1919, by authority of annual legislative bill—C. and M. expenses Hydrographic Office.

One mimeograph, No. 78, Room No. 1423, hand power; automatic feed. Cost $80.

Item 2.—Mine warnings to mariners, regarding location of mine fields and safe channels through them. (Sample attached.) Sixty-five issues have been printed from April, 1919, to date with an average edition of 2,500 copies of 3 pages each. Cost of paper, $803.42; total cost, $4,857.09. (Printed on multigraph.)

Daily memorandum covering latest reports of dangers and aids to navigation (sample attached). About 450 copies daily. Cost of paper for preceding six months, $82.50. Total cost, $321.07. The above publications are in a real sense supplements to the Pilot Charts, and the work requires continuous close supervision by the editor, much of the information coming in by radio. It would therefore be impracticable to send them away to be printed.

Item 3.—One addressograph (F. 1) located Room No. 1425, Navy Building: cost $402.30; purchased prior to March 1, 1919, under authority of annual legislative bill—C. and M. expenses Hydrographic Office.

One hand graphotype located Room 1425, Navy Building; cost, $80; purchased prior to March 1, 1919, under authority of annual legislative bill—C. and M. expenses, Hydrographic Office.

Owing to the shifting nature of the addresses, most of them being for vessels of the Navy and merchant marine, it is deemed best to keep the mailing in our own hands.

Two Hutchins spool-of-wire paper fasteners and equipment, located Room No. 1421, Navy Building; cost $66; purchased subsequent to March 1, 1919, under authority of annual legislative bill—C. and M. expenses, Hydrographic Office.

Item 4.—Five persons, in Room No. 1423, Navy Building (4 clerks and 1 laborer), engaged part of their time, $2,344. One clerk, Room No. 1425, Navy Building, part of his time, $50.

Item 5.—No "Publicity" or "Press matter" is prepared or mailed by the Hydrographic Office with the above machinery.

W. C. ASSERSON, *Acting.*

MARINE CORPS.

HEADQUARTERS MARINE CORPS,
Washington, March 9, 1920.

From: The Major General Commandant.
To: The Secretary of the Navy.
Subject: Section 11 of public act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: (*a*) Secretary of the Navy circular letter dated February 26, 1920.
Inclosures: 7 (specimens of mimeograph work, etc.).

1. In accordance with the directions contained in reference (*a*), relative to the production of printed and typewritten matter (other than correspondence and office records), the following report is submitted.

Item 1.—The target practice section at headquarters Marine Corps is equipped with the following articles of machinery, which are used in the production of mimeograph work:

1 Edison-Dick mimeograph, self-feeding, motor attachment, cost price (approximate)	$160
1 paper cutter, cost price	75
1 clipping machine, cost price	40
1 punching machine, cost price	35

All of this machinery was purchased prior to March 1, 1919.

Item 2.—The classes of work done with this equipment are as follows:

(*a*) Office forms (pay memorandum slips, daily personnel report sheets, casualty information blanks, office routing slips for mail, watch notification cards, etc.).

(*b*) Circular letters (these letters, which are mailed to the various posts of the Marine Corps, would have to be done on the typewriter if the mimeograph were not available).

(*c*) Marksmanship qualification orders (orders issued to the service in which are listed the qualifications in marksmanship made by officers and enlisted men. The necessity for the distribution of these orders as soon as possible after the qualifications are made is well established. Printing them would be too slow and much more expensive).

(*d*) Target practice bulletins (a form of circular letter printed monthly, in which the service is informed of the results obtained in target practice on the various rifle ranges, and containing instructions for the conduct of target practice, changes in small-arms equipment, etc.—a very necessary publication, from which excellent results are being obtained).

While the exact figures for the last six months are not available at present, 1,118,027 sheets of matter coming within the above-mentioned classes were mimeographed during the last six months of the calendar year 1919. Most of this work was done on mimeograph paper, a very cheap grade of paper costing about $0.44 per ream, making a total of $2,236.

Samples of each class of work above listed are attached.

Item 3.—The folding of all mimeograph work is done by hand by the mimeograph operator or the clerks in the target practice section; the addressing is done on the typewriter or on the addressograph, which was purchased over a year ago at a cost of $50. No mailing machinery is used in distributing mimeograph work.

Item 4.—One enlisted man is employed in the operation of this equipment. He is under the direct supervision of the warrant officer in charge of the target practice section. His compensation is approximately $1,600 per annum and is paid from the appropriation "Pay, Marine Corps."

Items 5–6.—The data called for in these items will be submitted later in a report covering the equipment, personnel, etc., of the Marine Corps recruiting publicity bureau, located in New York City. This report will, in accordance with the department's instructions, be submitted not later than April 10.

GEORGE BARNETT.

BUREAU OF NAVIGATION.

NAVY DEPARTMENT,
Washington, D. C., March 8, 1920.

From: Bureau of Navigation.
To: Secretary of the Navy.
Subject: Report of mimeographs, multigraphs, etc., used in production of publicity matter and printing.
Reference: (*a*) Letter of Secretary of the Navy, February 26, 1920.

1. In compliance with paragraph 2 of reference (*a*), the attached report, covering activities of the Bureau of Navigation, Navy Department, Washington, D. C., is submitted.

THOS. WASHINGTON,
Rear Admiral, U. S. Navy, Chief of Bureau.

Item 1.—The following equipment is in use in the multigraph room of the Bureau of Navigation, room 3935, new Navy building:

	Cost.
3 No. 78 mimeographs, motor-driven, automatic feed, each $180	$540
1 No. 4 multigraph, operated by hand; lead type, set by hand	340
1 No. 4 multigraph (complete), motor-driven, automatic feed, printer's ink attachment; lead type, set by hand	595
1 No. 36 printer (complete) motor-driven, automatic feed, printer's ink attachment; lead type	495
7 segments for multigraph (interchangeable), each $15	105
3 Flexo typesetters; lead type, set by hand, each $75	225
1 mimeoscope	30

All of the above equipment was purchased prior to November 1, 1918.

Item 2.—The classes of work done in the multigraph room of the Bureau of Navigation are as follows:

(*a*) Bureau of Navigation circular letters (multigraphed).
(*b*) Form letters, Bureau of Navigation (multigraphed).
(*c*) Forms (mimeographed and multigraphed).
(*d*) Card forms (multigraphed).
(*e*) Weekly reports of enlistments (multigraphed).
(*f*) Daily reports of orders to officers (mimeographed).

Samples of work are attached hereto.

No journals, magazines, periodicals, or similar publications are issued.

Statement of amount and cost of paper used in the multigraph room from March 1, 1919, to March 1, 1920, follows:

Navy Department letterheads, 35,400 sheets, at $2 per 1,000	$70.80
Bureau of Navigation letterheads (8 by 10½ inches), 465,655 sheets, at $2 per 1,000	931.31
Bureau of Navigation letterheads (8 by 12 inches), 3,325 sheets, at $2 per 1,000	6.65
Flimsy white (8 by 12 inches), 18,000 sheets, at $1 per 1,000	18.00
Flimsy white (8 by 10½ inches), 189,600 sheets, at $1 per 1,000	189.60
Flimsy pink, 105,700 sheets, at $1.03 per 1,000	108.87
Flimsy blue, 91,150 sheets, at $1.03 per 1,000	103.20
Flimsy green, 189,852 sheets, at $1.03 per 1,000	195.55
Flimsy canary, 234,800 sheets, at $1.03 per 1,000	241.84
1537 (8 x 10½ inches), 613,400 sheets, at $1.26 per 1,000	772.88
1537 (8 by 12 inches), 175,995 sheets, at $1.38 per 1,000	242.88
1595 (8 by 10½ inches), 366,685 sheets, at $1 per 1,000	366.68
Total cost of paper	3,248.26

Total number of sheets, 2,489,562.

Number of cards:	
4 by 6 inches, 3,600, at $2.40 per 1,000	8.64
3 by 5 inches, 13,350 3 by 5 inches, 17,000 } at $1.90 per 1,000	57.67
Total cost of paper and cards	3,314.57

It is often highly desirable that circular letters and other matter classified above be written and mailed on the same day that they are prepared. Attached is a report of work of the multigraph room during the month of February, 1920, with comparison of estimated commercial cost of similar work.

The bureau believes that the matter reported on herein would properly be listed as "correspondence and office records," and would not be within the scope of the report called for. The above data, however, is furnished for information.

Item 3.—One folding machine, property of the Navy recruiting bureau, New York City, cost $375, is in use in the multigraph room. The addressograph and graphotype machine in the Bureau of Navigation mail room are used only for addressing correspondence and office records.

Item 4.—The following persons are employed in the operation and supervision of the machines and equipment reported on under paragraphs 1 and 3:

1 chief special mechanic, United States Navy, compensation per year (Navy pay)	$1,948.92
1 multigraph operator, compensation per year (civil-service salary, including bonus)	1,440.00
2 typists (stencil cutters and mimeograph operators), compensation per year (civil-service salaries, including bonus)	2,680.00
1 messenger, compensation per year (civil service-salary, including bonus)	840.00
Total per year	6,908.92

Items 5–6.—None.

NAVY DEPARTMENT,
Washington, D. C., March 1, 1920.

From: H. A. Simkins, CSM., U. S. Navy.
To: Commanding Officer, Recruiting Division, Bureau of Navigation.
Subject: Report of cost of operating multigraph room for the month of February, 1920.

1. The estimated cost of work in this schedule was made after a careful investigation of the prices charged by the different concerns engaged in the same line of work in civil life.

Number of sheets of paper used, 180,930.

Cost of 180,930 sheets of paper	$234.33
Cost of 213 stencils used	29.82
Cost of ink and Dermax	15.00
Total actual cost of supplies	279.15
Civil-service salary of employees	413.00
Actual cost of supplies	279.15
Allowance for waste, repairs, etc	27.33
Total actual cost of operating	719.48
Estimated cost if done outside	1,088.96
Total actual cost by multigraph room	719.48
Difference between costs	367.48

(This amount actually saved by operating multigraph room in preference to sending work outside, to say nothing of time saved.)

H. A. SIMKINS.

OFFICE OF NAVAL OPERATIONS.

NAVY DEPARTMENT,
Washington, March 5, 1920.

Memorandum for the Secretary of the Navy:

In compliance with the instructions contained in your circular letter of the 28th ultimo directing that certain information be furnished for the Joint Committee on Printing in regard to mimeograph, multigraph, and other duplicating devices, you are informed that the following is the data for this office, by divisions:

OPERATING DIVISION.

Item 1.—The duplicating equipment in use in the Operating Division of the Office of Naval Operations consists of two Edison-Dick rotary mimeograph machines No. 78; 110–120 volt, motor driven, purchased at $160 each; also two Underwood No. 4 typewriters, purchased at $62.50 each, and used for cutting stencils. No equipment other than minor repair parts for these machines, such as feed rolls, etc., have been purchased since March 1, 1919.

Item 2.—The mimeographing work is limited to correspondence and office records and ranges from about 50 to 1,000 copies per job. No publicity matter of any kind is run off on these machines.

Item 3.—These mimeograph machines are operated by an assistant messenger paid $720 per annum from the appropriation "Additional employees."

INTELLIGENCE DIVISION.

Printing machines:
Make: A. B. Dick rotary mimeograph (5 machines).
Model: No. 78, electric drive.
Cost: $160 each, total, $800.
Numbers: 10222, 8720, 9644, 10224, 9634.
Location: Machines numbers 10222, 8720, and 9644 in stock, room 1063 New Navy Building. These machines were used for more than a year before being placed in stock for emergency purposes. Machines numbered 10224 and 9634 in use in room 1729 New Navy Building.
Operator: Lady mimeograph operator.
Salary of operator: $1,000 plus $240 bonus per annum.
Time operated: Approximately 450 hours per annum.
Supplies used: Approximately 225,000 sheets of 8 by 13 and 50,000 sheets of 8 by 10½ paper per annum.
Work done: Compilations and other circular letters printed.
Addressing machines:
Make: Addressograph.
Model: FLB, electric drive.
Number: B-25067.
Cost: $220.
Location: Machine in room 1709 New Navy Building.
Operator: Stenographer and typist.
Salary of operator: $1,200 plus $240 bonus per annum.
Time operated: Approximately 3 days per month.
Work done: Used to address envelopes for monthly information bulletins and other naval intelligence publications sent to commanding officers of vessels and division commanders.

GUNNERY EXERCISES AND ENGINEERING PERFORMANCES DIVISION.

Item 1.—One multigraph machine. Hand operated, hand feed. Metal type. Hand set up in printing drum. Bought prior to March 1, 1919. Complete outfit approximately $350.
One printing press, hand operated, hand feed; metal type, hand set up; fitted with ink rollers, hand operated. Bought prior to March 1, 1919. Outfit approximately $150.

Item 2.—Multigraph machine used for circular letters, changes and correction in publications issued by this office to the fleet; forms for submitting certain reports; miscellaneous form letters. (Samples attached.) Average run of letters, 1,000 sheets; forms 500 to 1,500 sheets. Cost of paper about 10 cents per pound.
Hand printing press, used for printing titles for motion-picture films of gunnery and other exercises conducted under the direction of this office. (Sample attached.) Only one copy of each title is made. Cost of paper about 15 cents per pound.

Item 3.—None.

Item 4.—No persons employed particularly to operate these machines. Work handled by office employees in connection with other duties.

Items 5-6.—None.

INSPECTIONS DIVISION.

Work done in operating division.

COMMUNICATIONS DIVISION.

Printing machines:
Make: A. B. Dick rotary mimeograph (2 machines).
Model: No. 78 electric drive.
Cost: $160 each.
Numbers: 4728, 11772.
Work done: Form letters, alnavs and bulletins, from 1,500 to 2,000 copies each.

Addressing machines:
Make: Addressograph.
Model: B, card index, electric drive.
Number: 21449.
Cost: $220.
Work done: Addressing envelopes to all ships and stations.
Folding machines:
Make: L1 Universal folding machine No. 17.
Work done: Folding alnavs and bulletins.
Cost: $300.
Salary of operator: $1,200 plus $240 bonus per annum.

R. E. COONTZ.

NAVY DEPARTMENT,
Washington, March 17, 1920.

From: Chief Clerk of Operations.
To: Chief Clerk of the Navy Department.
Subject: Section 11 of Public Act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: (*a*) Circular letter to chiefs of bureaus and offices of the Navy Department, dated February 26, 1920.
(*b*) Letter of Chief of Naval Operations March 5, 1920, in re duplicating equipment.

1. It is requested that reference (*b*) be modified so as to include the following under the communications division:

PRINTING MACHINES.

Item 1.—One multigraph machine, in code and signal section, cost unknown. Operated by motor, has automatic paper feed and printing ink rollers. Requires metal type, which is set up in the usual multigraph method.

Item 2.—Work consists entirely of work of highly secret nature, the number of copies varying from 100 to 1,000. Owing to secret character of publications, printed samples can not be submitted or can it be done at any other than this office.

Item 3.—None.

Item 4.—One clerk, code and signal section, compensation $1,200 per annum plus $240 bonus; fund from which paid: "Pay, reservists transferred, 1920." Time employed on multigraph, about four days per month.

Item 5.—One officer, a lieutenant, United States Naval Reserve Force, code and signal section, devotes part of time to preparation of ciphers which are printed on this multigraph.

Item 6.—None.

J. T. CUTHBERT.

BUREAU OF ORDNANCE.

NAVY DEPARTMENT,
Washington, D. C., March 5, 1920.

From: Bureau of Ordnance.
To: Secretary of the Navy.
Subject: Section 11 of Public Act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: (A) Navy Department letter of February 26, 1920.

Complying with directions contained in reference (A), the bureau submits the desired information in the following paragraphs:

Item 1.—One A. B. Dick rotary mimeograph, hand power; one multigraph, with motor and hand power with automatic feed and printer ink attachment, regular multigraph type. Type set by hand. The automatic feed and printer ink attach-

ment were purchased June 5, 1919. These two attachments are used only on runs of over 1,000 impressions, ink being much cheaper than multigraph ribbons on long runs. Purchased from Schedule of General Supply Committee.

Item 2.—The bureau publishes no journals, magazines, periodicals or similar publications. The above equipment is used solely for printing form letters, memorandums, special bill forms and vouchers, special orders for ships, yards and stations under its cognizance. The number of copies range from 100 to 3,000. Impression paper costing approximately $0.88 per 1,000, size 8 by 10½ inches is generally used for this printing. Total cost for distribution, approximately $2.90 per 1,000.

Item 3.—No addressing, folding, mailing machinery or other equipment is used for distribution of these forms, as the section concerned attends to distribution of same.

Item 4.—One male, detailed for setting the type for the multograph machine, also operates same and mimeograph machine in addition to issuing the bureau's office supplies, the stencils for the mimeograph machine being cut by the section requiring the printing to be done. This operator, typesetter and assistant storekeeper being paid $1,100 per annum.

Item 5.—The bureau has no employees engaged in any part of their time as designated in paragraph 5.

Item 6.—Same as paragraph 5.

C. C. Bloch,
Acting Chief of Bureau.

SECRETARY'S OFFICE.

Navy Department,
Washington, March 22, 1920.

Memorandum:

The following information is furnished in regard to the inquiries contained in the letter of the Joint Committee on Printing of February 20, relative to mimeographs, multigraphs, etc., in the Secretary's office:

Item 1.—One Edison rotary mimeograph equipped with self feeder; cost approximately $160.

Item 2.—Used principally for circular letters to the bureaus and navy yards; also newspaper notices, samples of which are attached, 50 copies of each being issued. Annual cost, including paper, stencils, ink, etc., approximately $600.

Item 3.—None.

Item 4.—One Marine Corps sergeant employed in the operation of the above mimeograph.

Item 5.—One special assistant to the Secretary of the Navy at $4,000 per annum engaged in gathering, writing, and furnishing to the newspapers matters of general information concerning naval activities. Employed under authority of the Secretary of the Navy and paid from appropriation "Temporary additional employees, Navy Department," as contained in the legislative, executive, and judicial appropriation act.

One assistant (female) to the above-mentioned special assistant to the Secretary of the Navy at $1,100 per annum, employed under authority of the Secretary of the Navy and paid from the appropriation "Pay, Reservists transferred."

Item 6.—Average of one news letter daily, averaging one page each. Fifty copies issued on cheap mimeograph paper. Distributed to the newspaper representatives in Washington. Samples attached hereto.

Josephus Daniels.

BUREAU OF SUPPLIES AND ACCOUNTS.

NAVY DEPARTMENT,
Washington, March 17, 1920.

To: The Secretary of the Navy.
Subject: Public Printing and Binding; section 11 of Public Act No. 314, Sixty-fifth Congress.
Reference: Circular letter of Secretary of the Navy dated February 26, 1920.

1. Practically all publicity and other printed matter for the Bureau of Supplies and Accounts is printed at the Government Printing Office. On account of the delay in obtaining work from the Government Printing Office it has been necessary to have the schedules for the purchase of materials and for the sale of ships and materials mimeographed in Supplies and Accounts. Materials required or offered for sale are prepared in schedule form and are printed and distributed immediately from these schedules. To send this work to the Government Printing Office delays the distribution of the schedules from two weeks to 30 days. This work is of such a nature as to make it imperative that the schedules be distributed promptly.

2. The printing of these schedules in Supplies and Accounts is done by means of Edison rotary mimeographs and the only machinery and equipment required for this work is enumerated below, the paragraphs being assigned numbers corresponding to the item numbers mentioned in the above reference:

Item 1:

2 Edison rotary mimeograph machines, motor driven, equipped with self-feeders; total cost	$280

The following equipment is maintained for the preparation of stencils for the mimeograph machines and for the assembling and stapling of the schedules:

4 stencil machines (Underwood typewriters), total cost	$250
1 stapling machine, wire stitcher	275
3 desks, total cost	120
3 tables, total cost	90
8 chairs, about	65

Item 2.—The classes of work handled are of two kinds only:
(*a*) Schedules for the purchase of materials.
(*b*) Schedules for the sale of ships and materials.
An average of about 600 copies are printed of each schedule for the purchase of materials, and an average of about 5,000 for the sale of materials and vessels are printed.
An average of about 500,000 sheets of schedules are printed and distributed monthly at an approximate cost of $6 per thousand sheets, including the cost of paper at 55 cents per ream.

Item 4.—Eight persons are employed in the operation and supervision of the machines and equipment reported in paragraphs Nos. 1 and 3, designated as clerks and typists, each at a salary of $1,440 per annum.

3. Paragraphs 3, 5, and 6 are not applicable to this report as the work of preparing the data for the schedules, folding, addressing, and mailing the schedules is done by the force in supplies and accounts regardless of whether the printing is done in supplies and accounts or the Government Printing Office.

SAMUEL MCGOWAN.

BUREAU OF YARDS AND DOCKS.

NAVY DEPARTMENT,
Washington, D. C., March 8, 1920.

From: Bureau of Yards and Docks.
To: The Secretary of the Navy.
Subject: Section 11 of Public Act No. 314, Sixty-fifth Congress, in re public printing and binding.
Reference: Circular letter dated February 26, 1920, from the Secretary of the Navy.
Inclosure: Report. (In duplicate.)

1. In compliance with the instructions contained in reference, the Bureau attaches hereto, in duplicate, a report relative to its duplicating machines. An effort has been made to furnish, seriatim, the information requested under the caption "Items to be included in report."

2. Attention is invited to the fact that no mention is made of the Bureau's mimeograph machines, which are used exclusively for "correspondence and office records."

R. E. BAKENHUS,
Assistant to Bureau.

Item 1:
(*a*) Number: 3.
(*b*) Kind: Commercial duplicators. These operate on the principle of copies received from gelatinous rolls which have previously received inked imprints from typewritten sheets made by using a special kind of ribbon or carbon paper.
(*c*) Location: Offices of the Bureau of Yards and Docks.
(*d*) Cost (total): $285.
(*e*) Operation: Hand.
(*f*) All bought prior to March 1, 1919.

Item 2:
(*a*) Used for producing public-works specifications.
(*b*) Bureau issued in the six months from September 1, 1919 to March 1, 1920, about 90 specifications producing from 40 to 50 copies, with each specification averaging about 40 pages, i. e. 20 sheets of paper.
(*c*) Cost, per specification, about $20. Total amount expended during this period for this purpose approximately $1,800.

Item 3.—None.

Item 4.—Data relative to personnel all engaged part time only in the work reported under 1.

No.	Designation.	Location.	Compensation total for number indicated.	Fund.
3	Typist	Bureau Yards and Docks	$4,320	Reservists transferred.
1	Clerk	do	1,340	Do.
4	Blue printers	do	4,510	Maintenance, Yards and Docks.

Items 5–6.—None.

NOTE.—The use, for this purpose, of the machines upon which this report is submitted was discontinued March 1, 1920. Their use will be restricted in the future to producing circular letters, notices, etc.

POST OFFICE DEPARTMENT.

OFFICE OF THE POSTMASTER GENERAL,
Washington, D. C., March 13, 1920.

HON. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SENATOR SMOOT: Receipt is acknowledged of your circular letter of February 20, advising that in its investigation of Government printing, the Joint Committee on Printing has ascertained that mimeographs, multigraphs, and other devices are now being used by the various Government departments and services and stating that before taking any action in regard to the substitutions for printing or reporting thereon to Congress your committee desires a report regarding such work now being done in this department.

In reply I beg to inclose herewith a report containing the information and data requested by you.

With reference to addressograph work done in this department the following will give you some idea of its character and scope: A complete set of envelopes for use in mailing the Postal Bulletin is run each day (5,100 addresses); twice a month or oftener warning cards in re stolen money orders addressed to postmasters in certain States; once a month or oftener envelopes are addressed to postmasters at offices having rural delivery routes; once a month envelopes are addressed in which warrants are mailed in payment for star route service (10,776 addresses); lists are printed on journal sheets, tally sheets, cash-account and stock-account sheets (with the necessary carbon copies) in order to facilitate work of the clerks and typists who make up such sheets in the various divisions of the department; for the Division of Railway Adjustments journal sheets containing the names of carriers (correct corporate titles and route numbers) on all railroad, electric car, and power-boat routes are run during each quarter; for the Division of Rural Mails similar journal sheets are run each month containing all star route carriers' names and route numbers, and for the Division of Postal Savings all post offices which are postal-savings depositories are listed each month on tally sheets, cash-account sheets and stock-account sheets (6,000 offices, or 18,000 in all). Also for this division the depository banks (5,500) are listed each month on tally sheets.

In regard to the multigraph and mimeograph work done in this department, I would say that the majority of these jobs range from 50 to 4,000 copies each. When a request is received for this character of work calling for 5,000 copies or more it is the practice to send same to the Government Printing Office, unless it is a special rush job.

In this connection I would state that if this work is transferred to the Government Printing Office, it will not only seriously handicap the department and its administration of the Postal Service but it will undoubtedly impose additional expense upon it. Time or the quickness of delivery is one of the principal factors entering into this

class of work. The most of this work is of such a nature that it can not be anticipated. If this work was done at the Government Printing Office, it would be necessary for the department to send the requisitions to the Government Printing Office; for the Government Printing Office to send a proof; for this department to return the proof; and for the Government Printing Office to make final delivery, necessarily resulting in delay and added expense in the use of messenger and delivery service. The use of mimeographs, multigraphs, addressographs, etc., which are purely labor-saving devices enables the department to get along with a much less stenographic, typewriter, and clerical force.

Sincerely, yours,

A. S. BURLESON,
Postmaster General.

REPORT REGARDING MIMEOGRAPH, MULTIGRAPH, ADDRESSOGRAPH, ETC., WORK AND EQUIPMENT, POST OFFICE DEPARTMENT.

Item 1.—The following equipment, purchased prior to March 1, 1919, from the appropriation for "Miscellaneous items," which is a regular annual appropriation carried in the legislative appropriation bill and which permits the department to purchase labor-saving devices, etc., is located in the office of the chief clerk, main Post Office Department Building, Twelfth Street and Pennsylvania NW.

		Cost.
2 No. 3 automatic feed multigraph presses (motor driven)	each	$175
2 No. 4 multigraph, hand feed (hand driven)	each	300
2 compotypes	each	175
1 mimeograph No. 78, automatic feed, motor drive		140
1 mimeograph No. 78, automatic feed, hand drive (now motor driven)		84
1 mimeoscope		40
2 No. 2 photostat machines	each	850

In addition to the above equipment, since March 1, 1919, the following equipment has been purchased from the appropriation for "Miscellaneous items:"

	Cost.
1 motor for mimeograph No. 78, automatic feed, hand-driven machine	$72.00
1 printer's ink attachment for No. 3 multigraph machine purchased from the General Supply Committee	60.00
1 printer's ink attachment and a small quantity of metal type purchased from the American Multigraph Sales Co	196.45

The metal type used on the multigraph machines is set by means of compotypes and by hand, the bulk of the work being done by the compotypes. When set by hand, it is set on tubes and transferred to segmental drums.

Item 2.—There is attached hereto, marked "Exhibit A," a sample of each of the 107 multigraph jobs turned out during the month of October, showing the number of copies and the total cost, including paper, of each job. It will be noted that 94 of these jobs were printed by ribbons, with a total of 162,600 impressions at a total cost of $343.64, and that 13 jobs were printed on the printer's ink attachment, with a total of 46,500 impressions and at a total cost of $83.50, including paper stock.

Exhibit B, attached hereto, contains a sample of each of the 143 mimeograph jobs representing a month's work, showing the approximate number of copies of each and the total cost, including paper. This mimeograph work was printed from typewritten stencils on the two mimeograph machines, with a total of 145,950 impressions and at a total cost of $246.32, including paper stock.

The photostats are used only in making exact copies of maps, drawings, legal documents, etc. This work has averaged about 250 copies a month for the past six months, at a cost of approximately $57.30 per month. The department does not make photostat copies of typewritten matter unless there is special reason therefor.

Item 3.—The following addressograph equipment, purchased prior to March 1, 1919, from the appropriation for "Miscellaneous items," which is a regular annual appropriation carried in the legislative appropriation bill and which permits the department to purchase labor-saving devices, etc., is located in the office of the chief clerk, main Post Office Department Building, Twelfth and Pennsylvania Avenue NW.:

	Cost.
1 automatic No. 3 addressograph machine	$650
1 automatic No. 3 addressograph machine	850
2 Model F–1, hand feed, addressograph machines.....each	175
1 Model F–1, hand feed, addressograph machine	225
1 graphotype machine (motor driven)	350
1 No. 17 folding machine (motor driven)	261
1 Model 19 folding machine (motor driven)	215
1 standard sealing machine, Model M (motor driven)	120

Item 4.—There is given below a statement showing the number of persons employed in the operation and supervision of the machines and equipment reported on under paragraphs Nos. 1 and 3.

No.	Designation.	Location.	Compensation.
2	Clerks, class 2	Main Post Office Department Building	$1,300 each, basic salary.
3	Clerks, class 1	do	$1,200 each, basic salary.
1	Clerk, class 1	do	$1,100 basic salary.
1	Messenger	do	$840 basic salary.

One of the clerks of class 2, at $1,300, has immediate supervision over the above employees and equipment.

Item 5.—The Post Office Department has no organization for seeking publicity. Information is furnished the public usually through the Division of Correspondence, which consists of a chief whose salary is $2,000 a year, with assistance detailed from time to time.

Item 6.—Requests for information, specific or general, relative to departmental matters for publication in books, periodicals, or newspapers, or for use of educational institutions and organizations of various sorts, are generally referred to the Division of Correspondence. In addition to information furnished by direct request announcements are made through this division of official action deemed to be of general public interest which is not a part of the daily routine. Volunteered general announcements are not made frequently or with any regularity. There might be two or three in one day, or none at all for several weeks. The normal yearly average is probably below 50. Special requests for information—which are not matters of record—are numerous, varying from 5 or 6 to perhaps 50 a day. Information is furnished verbally, by letter correspondence, and by mimeographed bulletins. Approximately 15 reams of cheaper grade paper is used during six months for mimeographed bulletins.

TREASURY DEPARTMENT.

TREASURY DEPARTMENT,
Washington, March 17, 1920.

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

SIR: I have the honor to acknowledge the receipt of your inquiry of February 20 concerning the use by the Treasury Department of mimeograph, multigraph, and similar equipment for printing and production of publicity matter. In reply I beg to inclose reports from the various bureaus of the Treasury Department which maintain equipment of the nature mentioned, together with samples of the work done by the machines in question.

No mention has been made of blue-print or photostat devices, as it is not believed that these come within the field covered by your letter. The blue-print equipment is used by the Office of the Supervising Architect for reproducing working drawings embracing plans of public buildings, etc. The photostat equipment is used in producing photographic copies of paid vouchers, checks, etc., desired by disbursing officers of the Government to substantiate payments; also for the prosecution of suits involving the Internal Revenue, War Risk, and other bureaus of the department. The use of this machine results in great saving of labor and eliminates the necessity for copying papers, etc., by typewriter, which would hardly furnish satisfactory evidence, especially in cases of forgery, etc. This equipment is not used in making a large number of copies and does not in any way conflict with work that might be done by the Government Printing Office.

If your committee desires information as to this class of equipment, same will be promptly furnished if you will advise me that it is desired.

A separate report covering the field service of the department will be submitted before April 15, as requested in your letter.

Respectfully,

D. F. HOUSTON, *Secretary.*

CHIEF CLERK AND SUPERINTENDENT.

TREASURY DEPARTMENT,
Washington, March 18, 1920.

Memorandum for the Secretary:

In reply to your letter of February 25 relative to devices used by the office of the chief clerk in the production of publicity matter and printing, I respectfully submit the following information:

Item 1.—The mimeograph service section, office of the chief clerk, has the following equipment:

5 A. B. Dick Co. mimeograph machines, equipped with self-feeders and operated by motor, located in room 47, Treasury Building. The machines cost as follows: 2 at $140 each; 2 at $145 each; and 1 at $160..... $730

Item 2.—The work performed by the mimeograph service section consists of mimeographing office memorandums, schedules and tables of statistics, form letters, record forms and other work used in connection with the routine of the department. The number of copies requested varies from 50 to 5,000, but the average is approximately 300. The paper used for this work is the ordinary low-grade mimeograph paper. Samples of the work are inclosed.

Item 3.—The distribution department, office of the chief clerk, has the following equipment, located at 228 First Street NW.:

1 A3–C automatic addressograph machine, No. 280, motor driven	$1,000
1 O–G graphotype, No. 2616, motor driven	350
1 H3–C hand addressograph	65
4 mailometer sealing machines, motor driven, each	205
2 universal No. 17 folders, motor driven, cost $315 and $225, respectfully (1 folder was purchased from the General Supply Committee, second-hand, for $225)	540
6 Wing-Horton mailing machines, No. 2, hand operated	165

The above equipment was purchased from "Expenses of loans, act September 24, 1917, as amended."

Item 4.—(*a*) The mimeograph service section is composed of the following employees, their salaries being paid from "Expenses of loans, act September 24, 1917, as amended":

1 supervisor, room 154, Treasury Building	$1,800
1 stenographer and typist, Treasury Building	1,400
1 typist and file clerk, Treasury Building	1,200
1 mimeograph operator, room 47, Treasury Building	840
2 mimeograph operators, room 47, Treasury Building	720
1 mimeograph operator, room 47, Treasury Building	600

(*b*) The distribution department has the following employees, used in the operation of the machinery or equipment described under paragraph 3, above, payable from "Expenses of loans, act September 24, 1917":

2 addressograph operators	$1,200.00 840.00
3 helpers, per hour	.45

Item 5.—There are no persons engaged in gathering, writing, or editing publicity or press matter in this office.

Item 6.—No publicity or press matter issued.

The office of the chief clerk maintains no field service.

Respectfully submitted.

W. G. PLATT, *Chief Clerk.*

UNITED STATES COAST GUARD.

TREASURY DEPARTMENT,
Washington, March 15, 1920.

CHIEF CLERK,
Treasury Department.

Subject: Treasury Department Circular Letter No. 94, 1920.

SIR: 1. In accordance with instructions contained in Treasury Department Circular Letter No. 94, dated February 25, 1920, there is transmitted statement setting forth the information desired by the Joint Committee of Congress on Printing.

Respectfully,

W. E. REYNOLDS, *Commandant.*

INFORMATION REQUIRED BY THE JOINT COMMITTEE OF CONGRESS ON PRINTING IN RELATION TO THE USE OF THE MIMEOGRAPH, MULTIGRAPH, ETC., AT COAST GUARD HEADQUARTERS.

Item 1.—(*a*) One multigraph, cost $918.80, motor-driven, self-feeding, automatic ink roller, metal type, type set by hand.

(*b*) One mimeograph, cost unknown (purchased by Treasury Department), motor-driven, self-feeding, automatic ink roller.

Item 2.—During the past six months approximately 858 reams of letter size paper and 5 reams of cap size have been run on multigraph and mimeograph, approximately 17,000 envelopes and 10,500 cards have been run through multigraph.

(*a*) Multigraph work: Office forms run off as circumstances may require; see samples attached.

(*b*) Mimeograph work: Coast Guard Weekly Bulletin, 750 copies per week, run on stock mimeograph paper 8 by 10½, as per sample attached. Coast Guard circular letters issued as circumstances may require—800 copies of each circular run on stock mimeograph paper 8 by 10½, as per sample. Form letters run for use at headquarters as circumstances may require, as per sample.

Item 3.—One motor-driven addressograph, together with graphotype machine for cutting stencils; cost complete, $1,168.13; purchased by authority of commandant.

Item 4.—Two men.

(*a*) Multigraph and mimeograph operated by one enlisted man (ship's writer); compensation, including pay and all allowances, $89 per month, paid from appropriation for Coast Guard.

(*b*) Addressograph operated by one enlisted man (ship's writer); compensation, $89 per month, paid from appropriation for Coast Guard.

Item 5.—One commissioned officer, captain; compensation, including all allowances, $395 per month; engaged part of time.

Item 6.—Coast Guard Bulletin, 750 copies per week run on mimeograph and distributed to all Coast Guard units. Regular stock mimeograph paper used, size 8 by 10½ inches.

COMPTROLLER OF THE CURRENCY.

TREASURY DEPARTMENT,
Washington, March 10, 1920.

Mr. W. G. PLATT,
Chief Clerk, Treasury Department.

SIR: In compliance with circular letter No. 94, dated February 25, 1920, the information requested is submitted herewith.

Item 1.—One Rotary multigraph machine run by motor, automatic inking roller attachment, using metal type. Approximate cost $570. Ink roller device purchased by requisition on the chief clerk of the department since March 1, 1919, for $176.91.

Two mimeograph machines run by motor. These machines are located in room 225.

Item 2.—Multigraph: All letters are printed on letterheads, size 8 by 10½ inches. During the last six months approximately the following letters have been printed:

Letters announcing call for statement of condition and instructions on reports	95,800
Office form letters and index cards	74,925
Circular letters	300,100
Mimeograph: Press statements, bulletins, etc	109,300

It is not practicable to estimate the cost of so preparing these statements, but the use of these machines is more expeditious and economical than having the work printed.

Item 3.—One graphotype, one addressograph, one folding machine located in room 225, cost price not available. One sealing machine located in room 211, purchased last November by requisition on the chief clerk of the department at a cost of $95.

Item 4.—One multigraph operator, salary $1,200, regular roll, room 225. One laborer, salary $660, regular roll, room 225.

Items 5–6.—All statements issued from this office to the press and forwarded to national banks and, at intervals, to banks other than national, relative to the condition of national banks and the development of the national banking system, are prepared and edited personally by the comptroller.

Statements are sent from this bureau from time to time showing—

1. The condition of national banks as disclosed by reports of condition (called for in accordance with sec. 5211, U. S. R. S.).
2. Applications to organize new national banks, new charters issued, charters extended, etc., and the general growth, otherwise, of the national banking system.
3. All other matter of interest to bankers of the country and the general public.

These statements are mailed, directly from the comptroller's office, official franked mail, generally to the national banks of the country and to the leading newspapers, and at intervals to State banking institutions.

Office letterheads, and the usual paper furnished for multigraph work by the Division of Printing and Stationery, General Supply Committee, Schedule Item No. 1337, are used in this work.

It would not be practicable to have this work printed in the usual course at the Government Printing Office, because the subject matter would be stale—even though the work is done "Rush"—before delivery could be made. Moreover, all statements of this kind are usually one page or less of typewritten matter and can be prepared, it is thought, at considerably less cost than at the Government Printing Office.

Respectfully,

T. P. KANE, *Deputy Comptroller.*

BUREAU OF ENGRAVING AND PRINTING.

TREASURY DEPARTMENT,
Washington, D. C., March 10, 1920.

CHIEF CLERK,
Treasury Department.

SIR: In reply to circular letter No. 94, dated February 25, 1920, relative to the request of the Joint Committee of Congress on printing, for a statement as to the extent to which mimeographs, multigraphs, and other devices are being used by the various Government departments, I beg to report as follows:

Item 1.—There are in use in this bureau one motor-driven rotary mimeograph, No. 78, and one hand-operated graphic duplicator. No metal type is used on either of these machines, both of which were purchased prior to March 1, 1919. The cost of the mimeograph was $140 and of the graphic duplicator $15, purchased under appropriation for materials and miscellaneous expenses, Bureau of Engraving and Printing.

Item 2.—These machines are used for circular writing within the bureau. A large assortment of samples is inclosed herewith. No journals, magazines, periodicals, or other similar publications are printed in this bureau from these or other machines.

Item 3.—There is in use for listing pay rolls one addressograph purchased in 1912 for $646.80.

Item 4.—One clerk is employed approximately five days per month in listing the various monthly and semimonthly pay rolls, and one typist and one messenger on an average of 15 minutes per day operating the mimeograph and graphic duplicator.

Item 5.—No persons are engaged either part or all of their time in gathering, writing, or editing publicity or press matter.

Respectfully,

JAMES L. WILMETH, *Director.*

FARM LOAN BOARD.

TREASURY DEPARTMENT,
Washington, March 4, 1920.

Mr. W. G. PLATT,
Chief Clerk, Treasury Department.

DEAR SIR: Your circular letter, No. 94, has been received.

There is very little machinery in this bureau for doing work that might be done at the Government Printing Office. We have in this bureau one long-carriage typewriter for cutting stencils for mimeograph work. The original cost of this machine was $85. We also have one Edison mimeograph machine for running off these stencils, the original cost of which was $145. Neither of these machines has been purchased since March 1, 1919.

This bureau cuts and prints stencils for the monthly reports of the Federal and joint stock land banks. These reports are required by the Federal farm loan act. The stencil work covers practically 40 pages, 8½ by 14 inches each. Of these pages we print 100 each of 35 of them and 400 each of 5 of them, making a total of about 5,500 sheets each month. Samples of these pages are inclosed herewith.

Occasionally a letter is also mimeographed and printed where it is more economical to do so than to have it printed or multigraphed at the Printing Office or to have letters individually written by stenographers. Our whole aim in this work is to do it the most efficiently and in the most economical way.

This bureau has no addressing, folding, or mailing machinery. It neither gathers nor publishes matter for publicity, using only a summary of the business done by the Federal and joint stock land banks.

In operating the stencil and mimeograph machinery no special employees are engaged. The work is done as a part of the duties of two regular employees of the bureau.

In response to your request, this statement is furnished in duplicate.

Very truly yours,

W. W. FLANNAGAN,
Secretary Farm Loan Board.

INTERNAL REVENUE.

TREASURY DEPARTMENT,
Washington, March 11, 1920.

CHIEF CLERK,
Treasury Department.

SIR: In compliance with your request of February 25, there is inclosed a statement giving data desired by the Joint Committee on Printing relating to duplicating equipment in use in the Bureau of Internal Revenue. This statement merely gives the facts called for. It is assumed, however, that in its report the department will explain to the Joint Committee on Printing the necessity for maintaining equipments of this kind in the several bureaus and services of the Treasury Department.

Respectfully,

C. B. HURREY,
Deputy Commissioner.

Items 1 and 3:

Number.	Kind of machine.	Cost complete.	Equipped with—			Kind of type.	Method of setting type.
			Power.	Feed.	Inking device.		
1	Mimeograph	$80.00	Hand.	Hand	Fountain	Stencil	Prepared on typewriter.
6	do	1,080.00	Motor.	Automatic	do	do	Do.
8	Multigraph	4,380.00	do	do	Automatic ink rollers	Metal	Gravity.
1	Addressograph	268.50	do	Hand	Automatic ink pad.	Metal plate	Prepared on graphotype.
1	Graphotype	325.00	do				
3	Mimeoscope	98.00					
2	Wire stitchers	443.45	Motor.				
1	Sealing	95.00	do	Automatic			
1	Folding	275.00	do	do			
1	Tying (Bunn)	600.00	do	Hand			
1	Paper cutter	99.17	Hand.				

The above machinery is located in Bureau of Internal Revenue, Treasury Department. Miscellaneous accessories, etc., used in connection with the above equipment, estimated cost, $1,500.

The following equipment was purchased since March 1, 1919, by authority: "Current legislative, executive, and judicial appropriation act":

4 No. 36 multigraphs.
2 No. 39 Flexo typesetters.
2 wire stitchers.
1 mimeograph.
1 mimeoscope.

Item 2:

Class.	Kind of work.	Approximate number of impressions per month.	Estimated cost, including paper, on a monthly basis.
A	Mimeograph letters, Treasury decisions, memorandums, etc	600,000	$750
B	Mimeograph forms, etc	400,000	450
C	Multigraph form letters	300,000	400
D	Multigraph forms, etc	200,000	225

Samples of each class of work are attached hereto.

Item 4.—Two supervisors, six multigraph operators, six mimeograph operators, three stencil cutters, one addressograph and graphotype operator, one messenger. Total compensation, $24,420; appropriation, "Collecting war revenue."

Item 5.—Only one employee in the Bureau of Internal Revenue is engaged on this class of work. This employee is the "private secretary" to the Commissioner of Internal Revenue, located in the office of the commissioner, Treasury Building, Washington, D. C., his compensation is $1,800 per annum, and his position is a statutory one, provided for in the legislative, executive, and judicial appropriation act.

Item 6.—News and informative articles relating to rulings and regulations issued by the Bureau of Internal Revenue in its enforcement of the revenue and prohibition laws, the nature of which require that they be given immediate or a 12 or 24 hour release, are mimeographed. The number of such articles varies. During the "income-tax campaign" (from Jan. 1 to Mar. 15) they average four or five weekly. They are distributed through the press associations and Washington correspondents. The number of copies of such articles mimeographed is usually from 150 to 200. About 1,000 sheets of mimeograph paper, 8 by 10½ inches in size, weighing about 4½ pounds per ream, is used per week. For six months the amount would be about 26,000 sheets (210 pounds), costing about $30.

In its 1920 campaign to inform taxpayers of the requirements of the income-tax laws and to urge prompt filing of returns and payment of the tax (thus avoiding a mass of correspondence), press and publicity matter for release a week or more later than the day of mailing was printed at the Government Printing Office. The accompanying sheets, "Income Tax Facts You Should Know," were sent to 2,500 daily newspapers. The mailing lists of other branches of the service were utilized for this purpose, as the bureau does not maintain press mailing lists.

PRINTING AND STATIONERY.

TREASURY DEPARTMENT,
Washington, March 10, 1920.

The CHIEF CLERK AND SUPERINTENDENT.

SIR: Acknowledgment is made of the receipt of your circular letter of February 25, 1920, requesting a statement advising as to the extent to which mimeograph, multigraph, and other duplicating devices are employed in the Division of Printing and Stationery, together with other data relating to the same.

In response, there is transmitted, in duplicate, the information desired—numbered in accordance with corresponding paragraphs of the circular letter.

Respectfully,

F. F. WESTON,
Chief Division of Printing and Stationery.

REPORT ON MIMEOGRAPHS, MULTIGRAPHS, AND OTHER DEVICES.

Item 1:

2 automatic multigraph machines, complete, electric drive, self-feeders, equipped for use of inked ribbons; metal type (not printer's type) which is set with the use of a composing tube (second floor, 1412 Pennsylvania Avenue), at $435.25	$870.50
3 Flexo typesetters, complete (second floor, 1412 Pennsylvania Avenue), at $71.25	213.75
111.6 M type for multigraph machine (imitation typewriter) purchased in December, 1919, at $3	334.80

NOTE.—This type was purchased to replace former equipment worn out. Purchased by the chief clerk under general authority from the appropriation for "Labor-saving machines and supplies for the same."

Item 2.—Multigraph machines have been employed in the production of form letters and small forms for the use of the secretary's office and bureaus of the department which have no multigraph equipment of their own. For the six months ended February 28, 1920, there were multigraphed 642 jobs, average edition 1,757 copies, as follows:

Form letters (copies)	715,800
Small forms (copies)	414,150
Total	1,129,950

Samples herewith.

Cost of paper for above	$1,437.41
Cost of the work:	
Salaries, two operators, six months	1,000.00
Ribbons	90.00
Oil, gasoline, sundries	8.00
Electric current	Unknown.

The Division of Printing and Stationery does not do mimeographing or lithographing. The multigraph machines in use are equipped with ribbons for printing and do not use automatic ink rollers or other devices similar to regular printing presses.

Item 3:

1 A–1 automatic feed addressograph, electric drive (second floor, 1412 Pennsylvania Avenue)	$250.00
1 F–1 hand feed addressograph, electric drive (second floor, 1412 Pennsylvania Avenue)	175.00
1 graphotype, electric drive (second floor, 1412 Pennsylvania Avenue)	350.00
200 trays	100.00
50 M plates	375.00

NOTE.—No folding or mailing machinery maintained. The mailing lists are used for official business only. Besides the list of National banks (7,981) there are a number of small lists of Treasury officials of the outside services of the Department. No list for the public maintained.

Item 4:

2 multigraph machine operators, at $1,000	[1] $2,000.00
1 addressograph and graphotype operator	1,200.00
1 assistant addressograph and graphotype operator	660.00

(Operators employed at 1412 Pennsylvania Avenue.)

Items 5–6.—None.

PUBLIC HEALTH SERVICE.

TREASURY DEPARTMENT,
Washington, March 15, 1920.

The SECRETARY OF THE TREASURY.

SIR: I have the honor to acknowledge receipt of Treasury Department Circular Letter No. 94, dated February 25, 1920, requesting certain information relative to the use of multigraph, mimeograph, and lithograph machines, to be submitted in a report to the Joint Committee on Printing.

Herewith is inclosed, in duplicate, the report of this bureau, setting forth the information desired, together with samples of each individual class of work.

This report covers the activities of the entire bureau in Washington, in so far as the production of vast quantities of publicity matter and printing is concerned.

Respectfully,

H. S. CUMMING, *Surgeon General.*

MARCH 13, 1920.

The following information is submitted, numbered in accordance with the paragraphs set forth in the request from the Joint Committee on Printing:

REPORT ON MULTIGRAPHS, MIMEOGRAPHS, AND OTHER DEVICES FOR PRINTING.

[For the information of the joint committee in its investigation of Government printing.]

Item 1.—Multigraph and mimeograph equipment maintained in the Divisions of Venereal Diseases, and used for purposes as outlined in department circular letter, consists of:

1 multigraph printer, purchased under department approval of Oct. 30, 1918; cost	$240
1 flexotype typesetter for multigraph, purchased under department approval, Oct. 30, 1918; cost	80
1 ruling equipment for multigraph, purchased under department approval of Oct. 30, 1918; cost	55
Type and type banks for typesetter, purchased under department approval of Oct. 30, 1918; cost	53
1 signature attachment for multigraph, purchased under department approval of June 8, 1918; cost	50
1 motor for multigraph, purchased under department approval of June 8, 1918; cost	25
1 mimeograph, motor driven, purchased under department approval of Aug. 15, 1918; cost	140
1 Halco reinking device for reinking multigraph ribbons; cost	25

[1] From "expenses of loans;" others from provisions of legislative act.

Mimeograph equipment maintained in the bureau proper, and used for purposes as outlined in department circular letter, consists of:

1 No. 78, Edison, rotary mimeograph, motor driven, purchased from List of Awards 1914, Aug, 18, 1913; cost $75

None of the equipment listed above has been purchased since March 1, 1919.

Item 2.—The following classes of material are printed with the multigraph and mimeograph equipment maintained in the Division of Venereal Diseases.

(*a*) Circular letters to field employees, State health officers, and selected mailing lists, outlining various phases of the Government's work for prevention of venereal diseases, and seeking to enlist cooperation.

(*b*) Questionnaires and report blanks circulated for the purpose of securing information and statistics.

(*c*) Circulars of information and instruction to employees in Washington and in the field.

(*d*) Abstracts and bibliographies of articles appearing in current scientific literature relative to the venereal diseases, for the information of health officers and others engaged in venereal disease control.

(*e*) Return post cards and return envelopes for securing information relative to venereal disease control problems.

(*f*) Outlines of work undertaken for the prevention of venereal diseases, including suggested methods and plans for educational, medical, and law-enforcement work among various groups of the population.

(*g*) Programs for conferences on sex education in schools, arranged by the Public Health Service in cooperation with the Bureau of Education.

(*h*) Miscellaneous duplicate letter work as required.

Samples of the foregoing classes of work are submitted herewith. It is impossible to give figures as to the number of copies issued, because of the large number of letters, circulars, etc., issued in comparatively small quantities, of which no record is available. It is certain, however, that the use of these machines has resulted in a material saving in the cost of services for typewriting.

The following class of material is printed with the mimeograph equipment in the bureau proper:

(*a*) Health News. An edition of 2,500 issued weekly to newspapers. Sample of this class of work is submitted herewith.

Nothing in the nature of a journal, magazine, or periodical is multigraphed in this bureau.

Item 3.—There is no addressing machinery maintained in the bureau.

The following folding and mailing machinery is used in the Division of Venereal Diseases:

1 Universal folding machine, purchased under department approval of Jan. 20, 1919; cost $305
1 Multipost sealing machine (for sealing envelopes), purchased under department approval of Jan. 20, 1919; cost 125

Item 4.—One multigraph and mimeograph operator is employed in the Division of Venereal Diseases, with compensation of $1,440 per annum. He also operates folding and sealing machine. This compensation is paid from the appropriation "Expenses, Division of Venereal Diseases, Public Health Service."

In the bureau proper the mimeograph machine is operated by a laborer, with compensation of $660 per annum, and is paid from the statutory appropriation "Legislative roll."

Item 5.—One assistant director of educational work devotes a portion of his time to the preparation of educational material relating to venereal disease problems, in brief and plain style suitable for use by newspaper and other periodicals. Compensation of this employee is $3,000 per annum, and is paid from the appropriation "Expenses, Division of Venereal Diseases, Public Health Service." He was appointed March 25, 1919, by authority of the Secretary of the Treasury.

Item 6.—Not more than half a dozen items such as described in the preceding paragraph have been issued by the Division of Venereal Diseases during the past six months, and the quantity of paper used did not exceed 10,000 sheets.

H. S. CUMMING, *Surgeon General.*

SUPERVISING ARCHITECT.

TREASURY DEPARTMENT,
Washington, March 10, 1920.

CHIEF CLERK,
Treasury Department.

SIR: The following report is submitted in reply to circular letter No. 94 dated February 25, 1920, paragraphs being numbered to correspond with those in the circular.

Item 1:

1 multigraph machine, self-feeder, with accessories, approximately	$400
1 mimeograph machine, self-feeder	80
1 mimeograph machine, self-feeder (purchased June 19, 1919, authority of Assistant Secretary)	140

All machines are operated by motor. No machines are equipped with automatic ink rollers. Metal type is used. Typesetter used in connection with multigraph machine.

Item 2.—Class of work produced by multigraph machine:

The paper used weighs 4.95 pounds to the ream of 500 sheets and costs $0.14 per pound. About 55,000 sheets of paper, or 110 reams, at $0.14 per pound, cost $15.40, were used. Of this amount, approximately 50 reams were used for circular letters and the balance for stock letters. Samples of the work referred to are attached.

Class of work produced by mimeograph machines:

Minor specifications generally; but sometimes major specifications, when the latter is so urgent that sufficient time can not be allowed for having the work done by the Public Printer; circulars, when small quantities are required; stock letter especially for the field force; and bills of quantities and specifications when the quantity survey system is used.

The paper used weighs 5.35 pounds to the ream of 500 sheets, and costs 14 cents per pound, or $0.0015 per sheet. For the proposal sheets thin paper is used that runs 2 pounds to the ream and costs 21½ cents per pound, or $0.00086 per sheet. The wax stencils cost $3.15 for 24 sheets, or $0.13⅛ per sheet.

Cost table materials in minor specifications.

[Average of 50 copies each.]

6 wax stencils cut at $0.13⅛ per sheet	$0.7875
50 by 5 by $0.0015 for heavy new sheets	.3750
50 by 4 by $0.0015 for heavy stock sheets	.3000
50 by 2 by $0.00086 for thin proposal sheets	.0860
Cost per average specification	1.5485
Approximately 97 minor specifications written during last 6 months, total cost materials	150.2035

Cost table materials in major specifications.

[Average of 50 copies each.]

9 wax stencil sheets at $0.13⅛ per sheet	$1.18125
50 by 8 by $0.0015 for heavy new sheets	.60000
50 by 7 by $0.0015 for heavy stock sheets	.52500
50 by 2 by $0.00086 for thin paper (proposal sheets)	.08600
Cost per average specification	2.39225
Approximately 23 major specifications written during last 6 months, total cost materials	55.02175

Cost table materials in circulars (stock letters).

[Connection field force.]

10 wax stencils at $0.13⅛ per sheet	$1.3125
2,000 heavy sheets at $0.0015 per sheet	3.0000
3,000 thin sheets at $0.00086 per sheet	2.5800
Total cost materials, circulars, past 6 months	6.8925

Cost table materials in quantity survey system specification.

[Average of 40 copies each of materials and 35 each of labor specifications.]

Material specifications:	
3 wax stencils at $0.13⅛ per sheet by 32	$12.60000
2 by 32 by 40 heavy new sheets at $0.0015 per sheet	3.84000
3 by 32 by 40 heavy stock sheets at $0.0015 per sheet	5.76000
2 by 32 by 40 thin proposals sheets at $0.00086 per sheet	2.20160
2 by 32 by 40 blue prints at $0.02 per sheet (includes labor)	51.20000
Labor specifications:	
18 stencils at $0.13⅛ per sheet	2.36250
18 by 35 heavy new sheets at $0.0015	.94500
64 by 35 blue prints at $0.02 per sheet (includes labor)	44.80000
	123.71010
Cost per average specification (approximately 5 specifications written last 6 months)	618.55050

Cost table materials in average specification written for ME division.

[Average of 40 copies each.]

7 wax stencil sheets, at $0.13⅛	$0.91895
40 by 6 at $0.0015 for heavy new sheets	.36000
40 by 9 at $0.0015 for heavy stock sheets	.54000
40 by 2 at $0.00086 for thin proposal sheets	.06880
Cost per average specification	1.88775
Approximately 38 specifications written last 6 months, total cost materials	71.73450

Cost table materials in average specification written for repairs division.

[Average of 15 copies each.]

9 wax stencils, at $0.13⅛ each	$1.18125
15 by 8 at $0.0015 for heavy new sheets	.18000
15 by 2 at $0.0015 for heavy stock sheets	.04500
15 by 2 at $0.00086 for thin proposal sheets	.02580
Cost per average specification	1.43205
Approximately 500 specifications written last 6 months, total cost matetials	716.02500
Total cost materials, mimeograph work, past 6 months	1,618.42775
Total cost materials, multigraph work, past 6 months	15.40000

Item 3:

1 multigraph letter folder	$215
1 addressograph machine with accessories, approximately	200
1 graphotype stencil machine	125

(These machines purchased by authority of Assistant Secretary.)

Item 4:

Multigraph work:
- Employees: 1 skilled laborer at $840 per annum (35 per cent of time).
- Location: Room 456, Treasury Department.

Letter-folding work:
- Employees: 1 clerk at $1,600 per annum (5 per cent of time).
- Location: Room 454, Treasury Building.

Mimeograph work:
- Employees operating machines—
  - Skilled laborer, at $960 per annum (full time).
  - Clerk, at $1,000 per annum (full time).
- Employees cutting stencils—
  - Clerk, at $1,200 per annum (half of time).
  - Clerk, at $1,300 per annum (full time).
  - Clerk, at $1,100 per annum (full time).
- Location: Room 415, Treasury Building.

Salaries of all employees under Item 4 are paid from "Salaries for the Office of the Supervising Architect."

Item 5.—No publicity or press matter sent out by this office.

Item 6.—Answered under Item 5.

It would be impracticable to send some of the mimeograph work to the Government Printing Office, first, for the reason that it would be necessary to make clean copy, which would take nearly as long as it does to cut the stencils; second, on account of the long delay, which always occurs in delivery of the work.

Respectfully,

JAS. A. WETMORE,
Acting Supervising Architect.

GENERAL SUPPLY COMMITTEE.

GENERAL SUPPLY COMMITTEE,
Washington, March 11, 1920.

CHIEF CLERK,
Treasury Department.

SIR: The following report is made in regard to Treasury Department Circular Letter No. 94, calling for certain information for the past six months, as requested by the Joint Committee on Printing, in letter dated February 20, 1920:

Item 1.—One motor-driven, self-feeder mimeograph machine, purchased on requisition by the Superintendent of Supplies, with the approval of the Secretary of the Treasury, at a cost of $120.

Item 2.—Circulars relative to the General Schedule of Supplies and notices for the sale of unserviceable and damaged material. Estimated number of copies and pages: General Supply Committee circulars, 15 pages, with 25,000 total copies; auction notices, 8 pages, with 3,500 total copies. Estimated cost of labor, $100; paper, $35; total cost, $135.

Item 3.—No report to make in regard to this paragraph as this office does not possess any of the equipment referred to.

Item 4.—One $1,200 clerk, whose estimated time employed in operating machine is about one day per week. Compensation paid from the statutory roll.

Item 5.—No report to make in regard to this paragraph, as this office does not issue publicity or press matter.

Item 6.—No report to make in regard to this paragraph, for the reason stated in paragraph 5.

Respectfully,

K. D. MCRAE,
Acting Superintendent of Supplies.

BUREAU OF WAR RISK INSURANCE.

TREASURY DEPARTMENT,
Washington, March 10, 1920.

Hon. D. F. HOUSTON,
Secretary of the Treasury.

MY DEAR MR. SECRETARY: In response to your circular letter No. 94, dated February 25, I have the honor to submit the following information:

Material prepared by the Bureau of War Risk Insurance in the form of news releases is prepared primarily by the heads of the various divisions of the bureau. It is usually the practice that before the

release of such material one or two of my associates in the bureau, who happen to have had newspaper experience, reviews the material. As a matter of fact, I personally am one of those who review the material because of my publishing experience, and, too, for the reason that I must make sure that every news release represents not only the fact but the Government policy.

It is impossible for us to predict in advance what news releases will be issued, for such releases are issued only when there is information which should be disseminated in the interest of the ex-service men and women, which service it is the obligation of this bureau to render.

As an example, I am attaching to this communication and marked "Exhibit A," a news release which was issued upon the passage of the Sweet bill.

It is entirely impracticable for the bureau to depend exclusively upon printed material, principally because of the delay and our inability to get a sufficient quantity in order that thorough distribution may be made, and it is only by the generosity of the press that we are able in a more or less feeble way to acquaint people of their rights and privileges under the various features of the war-risk insurance act and its amendments.

We have no special machinery for the issuing of any news releases, but we use the machinery that is used in the preparation of form letters and other office memorandums. The bureau issues no periodicals, magazines, etc.

The bureau has been troubled from the time the Army was demobilized with letters coming to the bureau asking all manner of questions regarding compensation and insurance claims, allotment, and allowance, war-risk insurance, and, too, other inquiries that included Liberty bonds, the sixty-dollar bonus, discharge certificates, travel pay, etc.

The ex-service men and women are not intelligent as to what bureau they should address their communications regarding their various complaints, therefore, in order to make them intelligent on this subject and prevent the bureau's receiving communications intended for other departments of the Government, we have bound together under one folder the standard forms issued by the Bureau of War Risk Insurance and other Government papers, and have distributed these pamphlets to various posts of the American Legion, Veterans of the Foreign Wars, and other ex-service men and women's organizations. A copy of this pamphlet, which is known as the Manual of Procedure, is attached hereto, marked "Exhibit B." You will readily observe that this is a compilation and not an original publication.

Some old file folders, which were purchased more than a year ago and have been declared surplus, have been used as cover stock. It would not be wise to publish this pamphlet in large quantities, as the various forms are continually changing. When we have a demand for 500 or 1,000 of these folders we get the various standard forms together and insert the few multigraphed letters.

I am not conscious of any work being done by the bureau that should be done through other official channels, or that causes the bureau to have additional and special facilities in order to accommodate it.

Respectfully,

R. G. CHOLMELEY-JONES, *Director.*

WAR DEPARTMENT.

NEWS BUREAU.

WAR DEPARTMENT,
Washington, March 16, 1920.

SIR: Referring to your letter of February 20, 1920, calling for certain information as to the extent to which mimeographs and other devices are being used in the production of publicity matter and printing, I have the honor to forward herewith the information called for so far as it pertains to the War Department News Bureau.

Reports from the other bureaus and offices of the department, who have been called upon to furnish the information at the earliest practicable date, will be sent to you as received from them.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States.

WAR DEPARTMENT,
Washington, D. C., March 16, 1920.

The SECRETARY OF WAR,
War Department, Washington, D. C.

SIR: Replying to your memorandum of March 13, I beg to state that all news matter concerning the War Department and the Army is released to the public through the press by the War Department News Bureau. A complete report of the War Department News Bureau was made by the director to the subcommittee of the House Committee on Appropriations on January 23, 1920. This testimony appears on pages 2206–2214, part 2, hearings before subcommittee of House Committee on Appropriations on legislative, executive, and judicial appropriation bill, 1921.

Item 1.—The War Department News Bureau has two electrically driven mimeographs with self-feeders, on which press statements are mimeographed from typewritten stencils. One of these was purchased in December, 1918, when the Secretary of War established the News Bureau. The second machine (scrapped) was allocated to the News Bureau from a surplus supply in the War Department Supply Division. The News Bureau also has one mimeoscope for making diagrams, maps, and reproducing by stencil information other than typewritten statements; this was also allocated from the surplus property, Supply Division. The matter issued by the News Bureau is all mimeograph work. The machinery noted above was not purchased since March 1, 1919.

Item 2.—The mimeographed statements issued to the press vary from 8 to 10 releases per day, but often include two or more items of news in each release. The number of copies of each statement printed is approximately 265; 125 copies are for representatives of the press, picked up by their representatives; 90 copies Recruiting Section; 20 copies Morale Division; and 30 copies for the file. The approximate cost of supplies for paper and ink per month is $75. Samples of a day's work are attached hereto. No journals, magazines, or periodicals are published or distributed by this bureau.

Item 3.—No addressing, folding, or mailing machinery or equipment for distributing this matter is owned or operated by this bureau.

Item 4.—Two persons are employed, both located in room 292, State, War, and Navy Building, in the operation and supervision of the mimeograph machines and equipment reported in paragraph 1.

	Per annum.
1 clerk (stencil cutter and mimeograph expert)	[1] $1,800
1 mimeograph operator (with messenger duties)	[1] 900

These two employees are on the additional roll of the office of the Secretary of War.

Item 5.—The personnel of the News Bureau on March 15 is four, including the two mentioned above, all employed in rooms 290 and 292, State, War, and Navy Building. The list of titles, duties, and salaries of the News Bureau personnel follows:

	Per annum.
1 director. Gathering, writing, and editing information for press	$3,900
1 clerk. Stencil cutter, mimeograph expert, also assists in editing news matter	[1] 1,800
1 clerk. Stenographer and file, correspondence and telephone inquiries	[1] 1,200
1 mimeograph operator. Messenger and porter duties	[1] 900

These employees are all paid from the additional roll, office of the Secretary of War. In December, 1918, the personnel of the War Department News Bureau was 12, and the total salaries amounted to $26,560. The personnel is now 4, and the total salaries $7,800. In December, 1918, 4 assistant directors acted as news reporters and were detailed in different bureaus of the War Department. To-day all news is secured by specially designated officers in the several branches of the War Department, who forward available information from time to time to the director, who abstracts, edits, and issues to the press such matter as appears to be of public, technical, or commercial interest, which is not otherwise made available to the press.

Item 6.—During the past five and one-half months (Oct. 1, 1919, to Mar. 15, 1920) 1,058 releases were made available to the press, or approximately 190 per month. The circulation of these releases at 265 copies each amounted to 280,000 copies in this time. This also shows that the News Bureau used approximately 280,000 sheets of mimeograph paper in this time. The News Bureau maintains no mailing list but simply makes facts and figures available in the form of releases to the representatives of the press or the public in rooms 290 and 277, State, War, and Navy Building. This information is secured by the representatives of the telegraph services and local newspapers, all of which have representatives in the building constantly and in telephonic communication with their offices. Correspondents and representatives of out-of-town newspapers and other publications secure copies of the War Department news releases by calling during the day or sending messengers for the releases. The paper used by the News Bureau is known as impression or mimeograph paper; one size, 8 by 12½, weighs 5.35 pounds per ream; the other, 8 by 10½, weighs 4.49 pounds per ream.

The War Department News Bureau has no field representative outside of Washington and no representatives in the different branches of the War Department, but relies upon a closely effected liaison with designated officers in the branches of the War Department and Army. It is, in a word, a news clearing house for public information concerning the War Department and the Army. No censorship is exercised. Special articles or interviews desired by representatives of the press for the exclusive use of their publications are usually secured through the cooperation of the director. Daily press conferences are arranged by the director with the Secretary of War, and when important statements are made by the Secretary of War on such occasions they are issued in mimeograph form by the News Bureau. As nearly all the news matter issued is of value only if supplied immediately to the press, it is impossible to have this matter printed by the Government Printing Office, as this would necessitate a delay of a day or two and be of far greater expense to the Government.

Respectfully submitted.

CARL H. BUTMAN,
Director War Department News Bureau.

[1] Plus $240 bonus.

CHIEF OF STAFF.

WAR DEPARTMENT,
Washington, March 22, 1920.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information so far as it pertains to the office of the Chief of Staff in Washington.

In submitting this report the Chief of Staff states that:

Owing to the fact that no record has been maintained showing the approximate number of copies made from the equipment in question, it is impossible to supply the data of this character requested, but an estimate showing the total number of all the classes is embodied in the report.

In connection with item No. 4, it should be stated that the data regarding this item embodied in the accompanying report comprises the compensation of all persons who do work pertaining to the equipment in question whether employed constantly or at intervals. Most of the persons are also engaged on other work.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States.

REPORT ON SUBSTITUTIONS FOR PRINTING, OFFICE OF CHIEF OF STAFF.

ITEM 1.—*Machinery used in producing printing and typewritten matter.*

No.	Kind.	Location.	Cost.	How operated.	Equipment.
9	Mimeographs	Chief of Staff's office	$1,485	By motor and by hand.	Self-feeders and automatic ink rollers.
4	Multigraphs	do	2,200	By motor	Metal type set by hand.
1	Mimeoscope	do	45	By hand	Electrical.
5	Automatic typewriters	do	2,552	By motor	Motor attachment.
2	Graphotypes	do	900	do	With plates (metal).
1	Commercial duplicator	do	110	By hand	
2	Photostats	do	1,600		Equipped with mercury lamps.

Of these machines, only one automatic typewriter was bought since March 1, 1919, by authority of the Chief of Staff.

ITEM 2.—*Work done by machinery and equipment reported on item 1.*

Classes of work done.	Number of copies.	Cost.	Samples.
Blank forms, office memoranda, return envelopes, circular letters, circulars, stencils, cards, reports, and records.	1,640,000 sheets or pieces within last 6 months.		Herewith.

ITEM 3.—*Addressing, folding, and mailing machinery and other equipment used for the distribution of matter reported herein.*

No.	Kind.	Location.	Cost.	By what authority purchased.
1	Sealing machine	Chief of Staff's office	$255.50	Director of Air Service.
3	Addressographs	do	945.00	1 by Chief of Field Artillery; 1 by Director of Military Intelligence Division; 1 by chairman of committee on training camp activities.

ITEM 4.—*Personnel employed in the operation and supervision of machines and equipment reported on items 1 and 3.*

No.	Designation.	Location.	Compensation.	Fund from which paid.
6	Enlisted men	Chief of Staff's Office	$8,414.40	Pay of the Army.
1	Clerk	do	$1,200 per annum	Appropriation for additional employees.
3	Operators	do	1 at $1,000 1 at $1,080 1 at $1,320	Welfare fund.
1	Clerk	do	1 at $1,500	Do.
1	Laborer (part time)	do	$900	Contingencies, Military Intelligence Division.
2	Clerks (part time)	do	$1,200	Appropriation for compensation of additional employees.

All employed by authority of the Chief of Staff.

Item 5.—Personnel, part time or full time, engaged in gathering, writing or editing publicity or press matter; bulletins, documents, and reports authorized by law not to be included: No one is engaged in this work.

Item 6.—Publicity and press matter prepared and issued by persons reported in Item 5: No such matter prepared in the office.

CHIEF OF COAST ARTILLERY.

WAR DEPARTMENT,
Washington, March 22, 1920.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for, so far as it pertains to the office of the Chief of Coast Artillery in Washington.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States.

WAR DEPARTMENT,
Washington, March 18, 1920.

From: Chief of Coast Artillery.
To: Secretary of War.
Subject: Report of mimeograph and multigraph work.

1. In compliance with first indorsement by Secretary of War on letter from Joint Committee on Printing, February 20, 1920, calling for report of mimeograph and multigraph work here in Washington, the following report, by items, is submitted for this office:

Item 1.—There is one No. 78 mimeograph, serial No. 12537 (A. B. Dick & Co.), costing $140, in use in this office. The machine is motor driven and automatically feeds paper, but otherwise is hand operated. The machine is for reproducing typewritten copies and uses a stencil, which has to be cut on a typewriter. The machine was purchased prior to March 1, 1919.

Item 2.—The machine is used in connection with office correspondence and to send technical information to the various Coast Artillery commands and to furnish current technical information to Regular and Reserve Coast Artillery officers. It is not used to disseminate press or public information. Its use is intermittent, and it is impossible to estimate the cost of its use; the cost, however, is low, as the machine is used only to a limited extent. The number of copies made varies from about 50 for papers sent to all coast defenses to about 3,000 for papers sent to all Regular and Reserve officers. Samples of papers made up on the mimeograph in last few months are inclosed, marked "A," "B," "C," "D," "E," "F," "G," "H," and "I," and the approximate number of copies made and their distribution is indicated in pencil on face of each.

Item 3.—There is one model F1 addressograph machine in the office for use in mailing out correspondence and technical information to the coast artillery forts, the reserve officers' training units at colleges, and the Regular and Reserve officers. There is also one graphotype for cutting the name and address plates for use in the addressograph. This latter machine is required to make the necessary corrections where addresses change and thus keep the plates for the addressograph up to date. These two machines were furnished by the zone supply officer on requisition from this office.

Item 4.—The machines reported under paragraphs 1 and 3 are operated when required by clerks on other duty in the office, and it is estimated require not to exceed the equivalent of eight days' work a month. The clerks are paid the usual clerical compensation and from funds appropriated under the L. E. & J. Acts.

Items 5-6.—None.

2. In connection with the above report the following additional information is furnished:

(*a*) When a mimeograph stencil is cut and the necessary copies run off the stencil is filed and can be again used any time in the future. This eliminates making copies to be held for future use, as in case of printing.

(*b*) Where 50 or 100 copies of a letter or report are required the stencil can be cut nearly as quickly as the letter can be written and the necessary copies prepared in a very short time and far more economically than the same could be printed.

(*c*) The delay incident to having copies of correspondence and instructions printed would frequently be prohibitive. Printing would require days, whereas the necessary copies can be mimeographed within an hour.

F. W. Coe,
Major General, U. S. A.

War Department,
Washington, March 23, 1920.

Chairman Joint Committee on Printing,
Congress of the United States.

Sir: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for so far as it pertains to the following offices in Washington: The Director of Finance, the Chief of Transportation Service, the Chief Signal Officer, the Judge Advocate General, the Surgeon General.

Very respectfully,

Newton D. Baker,
Secretary of War.

DIRECTOR OF FINANCE.

Item 1.—The equipment of the duplicating section, Office Service Branch, Administrative Division, Office of the Director of Finance, consists of 12 power-driven multigraph machines, with inking and automatic feed attachment, costing approximately $650 each; 7 power-driven mimeograph machines with automatic feed, costing approximately $300 each, including auxiliary equipment for operation of both type

of machines. The total cost is approximately $12,000. Metal type, both hand set and automatic, is used in composition work. None of the above equipment has been purchased since March 1, 1919.

Item 2.—Work in the duplicating section has been confined to the production of finance circulars, memoranda, form letters, office forms, and blanks. No journals, magazines, periodicals, or kindred publications have been issued. The cost of operation and delivery, not including the cost of paper, for the 12 months ending December 31, 1919, averages 47 cents per thousand impressions. Samples of the work are attached hereto. Orders were given that effective March 15 multigraph machines are to be used only in instances where specific authority is given for their use, and this will be confined to duplication work in cases where the use of the mimeograph becomes impracticable.

Item 3.—The orders and regulations branch, room 3103, has one graphotype and one addressograph machine, both purchased prior to March 1, 1919, at an approximate total cost of $900. These machines are used for the distribution of instructions, circulars, etc.

Item 4.—The number of persons employed in the duplicating section is 19. They are designated as multigraph operators, mimeograph operators, clerks, and messengers. Their total compensation for the calendar year 1919 was $22,259.99, paid from the apportionment to this office from "General appropriations, Q. M. C." The duplicating section is located in room 3541, Munitions Building, Washington, D. C. Due to the decrease in personnel for the entire force of the finance service and to the decreased amount of work done on multigraph machines, the services of four employees of this branch will be dispensed with as of March 31, 1919.

Items 5–6.—None.

CHIEF OF TRANSPORTATION SERVICE.

Item 1.—One mimeograph machine; location, room 2317, Munitions Building; operated by motor; equipped with self-feeder; no automatic ink roller, inked by hand; metal type not used: cost, $225.

Machine purchased under contract dated March 2, by the Director of Purchase, from quartermaster funds, project No. 20788, procurement No. 1000, authorized February 20, 1920.

Item 2.—Transportation bulletins, 2,250 each, averaging approximately one every two days.

Office orders, 150 to 500 each, averaging approximately one each day.

Transportation forms, 2,000 to 5,000 each, averaging approximately one per month.

Inter-office memoranda, 200 to 500 each, averaging approximately two per month.

Samples of the above attached.

In addition to the above, there are produced from time to time, copies of miscellaneous letter, indorsements, etc., averaging from 200 to 1,000, of which there are approximately 10 per month. The paper used in this work is usually mimeograph paper and when this is not available, the ordinary government bond, both light and heavy, is used, the approximate cost of which is for the mimeograph 50 cents per ream, the bond (light) 57 cents, and the bond (heavy) 65 cents.

Item 3.—One envelope-sealing machine. Cost approximately $85.

Purchased in September, 1918, for the Chief of Inland Traffic Service, under authority of the Director of Purchase, Storage and Traffic, from appropriation "Storage and shipping facilities."

Item 4.—No persons are employed regularly in the operation and supervision of these machines and equipment. They are operated by Mr. J. L. Dugan, principal clerk, $2,240; Mr. F. W. Taylor, assistant principal clerk, $1,440; and Mr. George O. Maxfield, clerk-typist, $1,440, Orders and Regulations Branch of this office, all paid from the appropriation "Storage and shipping facilities." This is a part of and performed in connection with their other work.

Item 5.—There are no persons engaged either all or part of the time in writing, gathering, or editing publicity or press matter. Mr. Dugan and Mr. Taylor prepare or at times assist in preparing transportation bulletins, office orders, and the indexes of same, but these publications are excluded by the committee.

Item 6.—See paragraph 5.

In some cases where transportation bulletins, office orders, forms, miscellaneous letters, or indorsements consist of two or more pages, they are sent to the printing and duplicating subsection, building service section, office of the Director of Purchase and Storage for the reason that there are no machines in this office for assembling two or more pages and the work can be expedited by sending to the branch in question. This is done approximately twice a week.

CHIEF SIGNAL OFFICER.

Item 1.—This office at present has two mimeograph machines in use, both operated by motors and both equipped with self-feeders. Metal type is not used. These mimeographs were secured from the Supply Division of the War Department during the year 1917. Price shown in Government schedule is $145 for each machine.

Item 2.—Work done by these mimeograph machines consists of the making forms for use in the office, rosters of officers, circulars to manufacturers requesting quotation on different articles of supply, recruiting letters, etc. Approximately 500 copies of each are made at one time. Samples attached.

Item 3.—None.

Item 4.—One mimeograph operator is employed in connection with the work outlined above. His rate of pay is $1,000 per annum plus the $240 bonus. He is carried on the additional roll of the War Department.

Items 5–6.—None.

JUDGE ADVOCATE GENERAL.

Item 1.—This office has two Edison rotary mimeograph machines, No. 78, both of which were purchased prior to March 1, 1919. It is understood that these machines cost $140 each. They are located in Sanda Court, State, War, and Navy Building.

Item 2.—Outside of office correspondence, for which the machines are still used, they were used during the World War in making weekly copies of opinions in full or weekly copies of digests of opinions of the Judge Advocate General for the use of judge advocates of general court-martial jurisdiction. The maximum number of these weekly copies furnished to judge advocates was 600. No copies have been distributed since June, 1919. Copies of digests of opinions for June, 1919, parts 1 and 2, are herewith. No estimate can be given as to cost of this work, as the clerk who did the mimeograph work performed other duties. No paper has been purchased for this work since before June, 1919.

Item 3.—This office has no addressing, folding, and mailing machinery or other equipment used for the distribution of matter reported on herein.

Item 4.—One clerk on the additional roll at $1,200 per annum is at present engaged a small part of the time on the work under item No. 1.

Item 5.—No publicity or press matter is edited or given out by this office.

Item 6.—See answer to item No. 5.

SURGEON GENERAL.

Item 1.—Four A. B. Dick mimeograph machines are used by this office. The cost price of these machines was never furnished this office; no metal type is used. None of this machinery has been purchased since March 1, 1919.

Item 2.—(*a*) Routine office correspondence, records and forms.
(*b*) Periodicals: (1) Medico-Military Review, 900 copies, mimeograph paper used semimonthly; (2) Veterinary Bulletins, 250 copies, mimeograph paper; semimonthly.

Item 3.—None.

Item 4.—Three. Two mimeograph operatives, at $1,000 each (additional employees roll). One clerk, whose partial duties consist of supervising, $1,400 per annum, regular roll.

Items 5–6.—None.

ADJUTANT GENERAL.

WAR DEPARTMENT,
Washington, March 25, 1920.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States, Washington, D. C.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information so far as it pertains to The Adjutant General's Office in Washington.

In submitting this report The Adjutant General states that:

The matter reported upon is distributed for the recruiting service of the Army, and consists principally of a publication, at first denominated "Camp Recruiting Publicity Bulletin," and on January 1, 1920, changed to the designation "Organiza- Recruiting Notes." Samples of these publications and some publicity letters are also inclosed.

The Camp Recruiting Publicity Bulletin was inaugurated in 1919, during the period when Army organizations were being rapidly demobilized and was utilized for the purpose of stimulating recruiting for the Army and obtaining as many as possible of the soldiers being discharged upon the demobilization of their organizations for enlistment in the Regular Army. The purpose of these publications is to keep recruiting officers in the field in close touch with the orders, regulations, and policies of the department with regard to recruiting and to give the recruiting service at large the benefit of results obtained by methods of recruiting which have proved to be successful at certain camps, posts, or stations. The mimeograph is used for producing these publications in order to effect prompt issue, distribution, and receipt.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

INFORMATION ON EQUIPMENT CALLED FOR BY JOINT COMMITTEE ON PRINTING, CONGRESS, UNITED STATES.

	Value.
I:	
1 mimeograph, motor driven, automatic feed, from stock	$250.00
1 mimeograph, hand power, automatic feed, from stock	85.00
1 multigraph, motor driven, automatic feed, using hand-set type, charged to incidental expense of recruiting	775.00
II. Mimeograph work from Sept. 15, 1919, to Dec. 31, 1919:	
Camp Recruiting Publicity Bulletins: Editions, 206; copies, 128,750; required 644 reams of 40-pound impression paper from stock at 70 cents	450.80
Mimeograph work from Jan. 1, 1920, to Mar. 15, 1920—	
Organization Recruiting Notes: Editions, 158; copies, 182,100; required 910½ reams of 40-pound impression paper from stock, at 70 cents	637.35
Increase in distribution since Jan. 1, 1920, is due to recruiting drive. Distribution will resume normal at termination of drive.	
III. Multigraph work from Jan. 1, 1920, to Mar. 15, 1920:	
Letters requesting cooperation with recruiting drive, to Reserve officers, 25,000; Regular Army reserve, 18,000; Clergymen, 45,000; Kiwanis Club, 640; Rotary Club, 1,230 (of 2 pages each); required 540 reams heavy bond paper, at $1.10	594.00
IV. Sundry supplies—	
Stencils, 1,820, at $1.20 per quire, from stock	87.60
Ink pads for mimeograph 48, at $1.20 per dozen	4.80
Mimeograph ink, 1-pound cans, 150, at 85 cents per can	127.90
2 stitching machines, Hutchison, wire spool, from stock, at $3	6.00
Total	3,110.45

V. Three employees, civil service; compensation, $1,200 each per annum. These employees perform other duties also as stenographers, typists, and clerks. These civilian employees are paid from the fund for "Additional employees, War Department, 1920."

VI. The only machinery or equipment for this purpose purchased since March 1, 1919, is the multigraph referred to in paragraph I above. The authority for the purchase is the appropriation for incidental expenses of recruiting in the act approved July 11, 1919, making appropriations for the support of the Army for the fiscal year ending June 30, 1920.

QUARTERMASTER GENERAL.

WAR DEPARTMENT,
Washington, March 27, 1920.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for so far as it pertains to the office of the Quartermaster General, Director of Purchase and Storage, in Washington.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

Classification of equipment.

MIMEOGRAPH AND AUXILIARY EQUIPMENT.

Number.	Kind.	Method of impression.	Class of power.	Type of feed.	Cost (each).	Location.
6	Typewriters	.....	.....	.....	[1] $80.00	Rooms 1429–1435 Munitions Building.
10	Mimeographs, No. 78.	Stencil	Motor or hand	Automatic or hand.	140.00	Do.
2	Mimeographs, No. 80.	.....do	Hand	Hand	102.00	Do.
1	Mimeoscope, large	Used to rule stencils.	.....do	.....	42.00	Do.
1	Mimeoscope, small.	.....do	.....do	.....	28.00	Do.
1	Formagraph	Metal type	Motor or hand	Automatic	150.00	Do.

MULTIGRAPH AND AUXILIARY EQUIPMENT.

4	Multigraph	Type set in segments.	Motor or hand	Automatic or hand.	$490.00	Rooms 1429–1435 Munitions Building.
64	Multigraph segments.	.....	.....	.....	16.50	Do.
2	.....do	.....	.....	.....	21.50	Do.
4	.....do	.....	.....	.....	40.00	Do.
50	Fonts job type	.....	.....	.....	2.10	Do.
2	Elite equipments	.....	.....	.....	21.00	Do.
1	Gothic equipment	.....	.....	.....	21.00	Do.
6	Flexo typesetters	.....	.....	.....	80.00	Do.
1	Type case	.....	.....	.....	40.00	Do.

[1] Approximate.

All purchased prior to March 1, 1919.

2. *Classification of work.*—The production of printed matter by mimeograph machine may be clearly divided into three distinct categories.

(*a*) Service publications, such as office memorandums, orders, notices, circulars, bulletins, form letters, etc.

(*b*) Blank forms of all descriptions.

(*c*) Pamphlets, leaflets, booklets, price lists, etc.

(See Exhibits A, B, and C for samples of each class.)

The production of printed matter by multigraph machine does not permit of a ready or very definite classification, consisting in the main part of letterheads, envelopes, cards, and form letters in such quantities as can not be produced economically by any other process. (See "Exhibit D" for samples.)

3. *Quantity of production.*—It has never been possible to determine the exact number of envelopes, letterheads, or any one particular item that has been reproduced over a given period of time. Production has always been figured according to the method used and estimated in "impressions" (the word "impression" being interpreted to mean a sheet or copy). A tabulation of these figures is set forth below.

Month.	By mimeograph process.	By multigraph process.	Total.
October, 1919	2,419,477	1,211,270	3,630,747
November, 1919	2,064,716	840,650	2,905,366
December, 1919	2,580,160	829,850	3,410,010
January, 1920	2,339,328	737,000	3,076,328
February, 1920	1,874,897	775,200	2,651,097
March, 1920	1,421,025	576,600	1,997,625

4. *Costs.*—Attached to each sample submitted in connection with paragraph No. 2 (Exhibits A, B, C, and D) is an itemized cost ticket setting forth the various component operations which enter into the job, the money value of each and the value of the material consumed, which summarized, equals the cost of the finished order based on the total number of copies printed.

(*a*) The monetary value of materials consumed in mimeograph and multigraph work, computed on a monthly basis, will average:

Paper stock of all kinds, including cards, envelopes, etc	$3,200
Stencils, dermax substitute, etc	85
Ink, both mimeograph and multigraph	110
Stitcher wire, padding composition, etc	25
Total	3,410

5. To facilitate the distribution of the matter reported on in paragraph No. 2, there are used in this office the following mechanical devices:

No.	Machine.	Value.	Location.
1	Addressograph	$210	Room 2433, Munitions Building.
1	Graphotype, electric	385	Do.
1	Graphotype, hand	250	Do.
1	"Rapid" addressing machine	200	Room 2434, Munitions Building.

6. *Personnel.*—The activities of 29 employees, in whole or in part, are devoted to the operation or supervision of the machines and equipment reported on in paragraphs Nos. 1 and 5 of this report. Their duties, compensation, etc., are tabulated below:

Number.	Designation.	Compensation.	Fund from which paid.	Location.
1	Duplicating machine expert.	$1,500 plus $240	Storage and shipping facilities.	1429–1435 Munitions Building.
6	Typists (stencil cutters).	$1,200 plus $240	1 from general appropriations. 5 from storage and shipping facilities.	Do.
9	Mimeograph operators.	4 at $1,200 plus $240 1 at $1,100 plus $240 1 at $900 plus $240 1 at $840 plus $240 1 at $780 plus $240 1 at $720 plus $240	do 2 from general appropriations. 2 from departmental roll	Do.
3	Multigraph operators.	2 at $1,200 plus $240 1 at $1,100 plus $240	1 from storage and shipping facilities. 1 from general appropriations. 1 from departmental	Do.
1	Compositor	$1,200 plus $240	Storage and shipping facilities.	Do.
2	Clerks (proof readers).	do	do	Do.
2	Collators	1 at $720 plus $240 1 at $480 plus $240	1 from general appropriations. 1 from storage and shipping facilities.	1420–1435 Munitions Building.
3	Messengers and laborers.	2 at $720 plus $240	1 from departmental roll 2 from general appropriations.	Do.
2	Addressing and mailing machine operators.	$720 plus $240	1 from general appropriations. 1 from storage and shipping facilities.	1, room 2435 Munitions Building. 1, room 2432 Munitions Building.

7. One person is engaged from one to one and one-half hours each day on publicity work for the "War Department News Bureau" and on the "Quartermaster Service News," a monthly publication issued by this office. His compensation is $1,800 per annum, plus $240 bonus, and he is paid from the Storage and Shipping Facilities appropriation, and is employed by authority of the Quartermaster General, Director of Purchase and Storage. The information collected for the "War Department News Bureau," is released by that office to the various press associations as official War Department news concerning Quartermaster Corps activities. The information collected for the "Quartermaster Service News" is distributed for the general information of all officers concerned with Quartermaster Corps activities.

8. In addition to the machines listed above the following are also in operation in this office:

No.	Kind.	Method of impression.	Class of power.	Type of feed.	Location, Munitions Building.
8	Mimeographs	Stencil	Motor	Automatic	1, room 1605. 2, room 1661. 2, room 1730. 1, room 1717. 1, room 1629. 1, room 1409.
8	Commercial duplicators		Hand	Hand	2, room 1416. 3, room 1709. 2, room 1815. 1, room 2103.

Purchased prior to March 1, 1919.

These machines are used in printing purchase orders, circular proposals, circular letters, office circulars, office memoranda, commodity lists, record cards, the remount bulletin, and miscellaneous reports and letters giving information and instructions for the different divisions of this office. Samples of these publications are attached in folder marked "Exhibit E." The total number of these publications printed within the past six months, many of which contain from 2 to 15 pages, was approximately 950,000. The cost of labor in their production was approximately $11,000.

9. Two addressing and two letter-opening machines are in use in the purchase service of this office. Addressing machines, one each in rooms 1061 and 1850. Letter-opening machines, one each in rooms 1630 and 1744, Munitions Building. About 60 per cent of the time of the persons employed on these machines, as well as on the mimeographs and duplicators, above mentioned, is devoted to their operation.

10. Eighteen persons are employed in the operation and supervision of the machines above referred to who are classified as to designation, compensation, and fund from which paid, as follows:

Designation.	Compensation.	Appropriation from which paid.
16 clerks	1 clerk $1,500 plus bonus	8 General appropriations, Quartermaster Corps.
	1 clerk $1,300 plus bonus	
	1 clerk $1,260 plus bonus	10 Storage and Shipping Facilities.
	12 clerks $1,200 plus bonus	
	1 clerk $1,100 plus bonus	
2 messengers	1 messenger $840 plus bonus	
	1 messenger $480 plus bonus	

H. L. Rogers,
Quartermaster General, United States Army,
Director of Purchase and Storage.

By: M. H. Hanson,
Lieutenant Colonel, Quartermaster Corps,
Executive Officer.

War Department,
Washington, March 29, 1920.

Chairman Joint Committee on Printing,
Congress of the United States.

Sir: In complance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for, so far as it pertains to the following offices in Washington: Inspector General of the Army; Chief Chemical Warfare Service; Chief Militia Bureau.

Very respectfully,

Newton D. Baker,
Secretary of War.

INSPECTOR GENERAL.

(*a*) This office has one rotary neostyle, No. 75, which is used for running off circular letters containing instructions and decisions for the information of the officers of the Inspector General's Department. The machine is run by an electric motor, and the time of one messenger for about one-half hour each week is consumed in connection with this work.

(*b*) The time consumed by a clerk in cutting stencils for this purpose would average about one hour per week.

(*c*) The very cheapest kind of neostyle paper is used, the estimated cost of which can not be given.

2. No other equipment of any kind is used by this office.

CHEMICAL WARFARE SERVICE.

REPORT OF MIMEOGRAPH WORK PERFORMED AT THE CHEMICAL WARFARE SERVICE FOR SIX MONTHS ENDING FEBRUARY, 1920.

Item 1.—No. 78, Edison's rotary mimeograph (A. B. Dick Co.), located at Chemical Warfare Service, Seventh and B Streets NW.; cost, $120 machine; operated by motor and self-feeders; no metal type used.

Item 2.—Circular letters, forms, cards, and speeches, as follows:

Circular letters	45,500	Cards	10,000
Forms	20,850	Speeches	64,700

Cost, including ink and paper, $50.88.
Samples herewith.

Item 3.—None.

Item 4.—One person: typist, supply clerk, stencil cutter, and mimeograph operator; paid from additional roll, War Department, Chemical Warfare Service, U. S. A.

Items 5–6.—None.

CHIEF CLERK, MILITIA BUREAU.

A report is submitted as follows, numbered serially in accordance with the paragraph numbering under the heading "Items to be included in report":

Items 1–2.—None.

Item 3.—Addressing machine and pertaining equipment, cost $44.96; envelope sealer, cost $60; all equipment in office rooms occupied by the Militia Bureau, 1800 E Street NW., Washington, D. C., purchased under authority of Secretary of War.

Item 4.—Partial services of one person, assistant messenger, compensation $720, paid from legislative, executive, and judicial bill.

Items 5–6.—None.

DIRECTOR OF AIR SERVICE.

WAR DEPARTMENT,
Washington, March 30, 1920.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for, so far as it pertains to the office of the Director of Air Service in Washington.

Very respectfully,

NEWTON D. BAKER,
Secretary of War.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States.

The following report is submitted, giving seriatim the information requested:

ITEM 1.—*Machinery and equipment used in producing printed and typewritten matter.*

Number in use.	Number in reserve.	Kind.	Location.	Cost (each).
4	2	Multigraph machines, electric driven [1]	B-1-317	$595
5	3	Mimeograph machines, electric driven [2]	do	235
1		Mimeograph machine, hand power	do	235
1	1	Paper cutter, Advance, hand power	do	160
1		Perforating machine, foot power	do	90
1		Punching machine, Portland multiple, foot power	do	160
1		Wire stitcher, Boston, electric driven	do	285
3		Mimeoscopes	B-1-320	45

[1] Self-feeders not used, as found unsatisfactory. Automatic ink roller. [2] Self-feeders.

Regular multigraph type used in all multigraph reproductions set by flexo-type method. No machinery bought since March 1, 1919.

ITEM 2.—*Kind of work by classes, etc.*

Kind of work by classes.	Approximate number copies.	Cost, including paper.
A. Air Service circulars, orders, personnel orders, and War Department circulars.	320,500	$1,619.45
B. News Letter (weekly)	24,000	1,063.00
C. Material disposal bulletins	1,482,000	2,894.00
D. Instructions to material disposal officers	6,825	17.06
E. Miscellaneous forms, multigraph	300,000	930.00
F. Miscellaneous forms, mimeograph	85,000	212.50
G. Provisional regulations (pamphlet form)	2,200	1,519.10
H. Directories (telephone list, list officers, list activities)	6,945	148.46

(Samples attached marked "A" to "H," inclusive.)

ITEM 3.—*Addressing, folding, and mailing machinery and other equipment.*

No.	Kind.	Location.	Cost.	Authority for purchase.
1	Addressograph	B-5-312	$275	Act appropriating funds for the support of the Army, fiscal year 1918-19.
2	Graphotype	do	[1] 450	Do.
1	Sealograph	do	150	Do.

[1] Each.

ITEM 4.—*Personnel employed on equipment reported under paragraphs 1 and 3.*

No.	Designation.	Location.	Compensation (each).	Fund from which paid.
5	Typists	B-1-316	$1,200	Air Service appropriation.
5	Clerks	do	1,200	Do.
1	Mimeograph operator	B-1-317	1,160	Do.
1	do	do	1,200	Do.
2	Multigraph operators	do	1,200	Do.
1	Laborer	do	960	Do.
1	do	do	720	Do.
1	Messenger	do	1,000	Do.
1	Addressograph operator	B-5-312	1,200	Do.

Item 5.—The Air Service issues weekly a News Letter, intended primarily for the information of the various Air Service activities outside of Washington. This is published for the promotion of an esprit de corps throughout the service and to acquaint the various activities with items pertaining to the personnel or technical matters not placed in formal shape. To the mailing list has been added the names of various news agencies, newspapers, magazines, and technical journals, which have from time to time seen issues of the News Letter, and have requested to be put on the mailing list. It is used by the recruiting service of the Army for general and Air Service recruiting purposes and by the Air Service to arouse and maintain the interest of reserve Air Service officers and prospective reserve officers in the Air Service. Flying clubs throughout the country are furnished with two copies. Manufacturers and commercial companies using aircraft in their business, commercial clubs, and chambers of commerce, etc., have been placed on the mailing list from time to time, at their request. As there are many items suitable for inclusion in a News Letter directed to Air Service activities, which are not suitable for a letter to be mailed to news agencies, the material has been divided into two classes, and only that suitable for publication is furnished to newspapers, magazines, etc. This letter is one of the few authentic sources of information on military and commercial aeronautical activities that is available to the public. It is widely quoted throughout this country and abroad.

Personnel engaged.

No.	Designation.	Location.	Compensation.	Fund.	Authority.
1	Stenographer and typist....	B-2-301...	$1,200	Air Service....	Act appropriating funds for the support of the Army, fiscal year 1918-19.

Item 6.—The only publicity matter issued by the Air Service is that covered by item "B" in answer to question 2. It is produced by mimeograph process, and that portion which is sent out of the office of the Director of Air Service is distributed by mail. The kind and weight of the paper used in the publication during the last six months is indicated by the sample of the News Letter submitted herewith.

By authority of the Director of Air Service:

WM. F. PEARSON,
Colonel, A. S. A., Administrative Executive.

WAR DEPARTMENT,
Washington, April 1, 1920.

SIR: In compliance with your letter of February 20, 1920, calling for information as to the use of mimeographs and other devices in the production of publicity matter and printing, I have the honor to forward herewith the information called for, so far as it pertains to the offices of the Chief of Ordnance and the Chief of the Bureau of Insular Affairs in Washington.

Very respectfully,

BENEDICT CROWELL,
Acting Secretary of War.

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Washington, D. C.

CHIEF OF ORDNANCE.

Item 1.—(a) There are three multigraph machines in this office, located in Room 1332, Tempo No. 5, costing approximately $575 each, operated by motor and equipped with automatic feed and printing-ink attachment. Metal type is used and this type is set up from a type stand with forked slide, from which it is transferred to the segment clamped to the machine.

(b) There are four mimeograph machines in use, three of which are motor driven and cost $200 each, and one hand-operated machine, which cost $90. Both styles of machines are inked semiautomatically by centrifugal force, which feeds the ink through the pad to the stencil. The pressure of feed roller against the stencil on the pad causes the imprint on the paper. Metal type is not used.

(c) The above equipment was purchased during the emergency of the war, and no machinery has been purchased since March 1, 1919.

Item 2.—(a) During the war a great quantity of envelopes and letterheads and other printed matter was procured. Due to reorganization and reduction after the war this material would have been useless were it not for the fact that this machinery was put in use. The three multigraph machines are almost constantly in use in printing forms on the backs of letterheads and printed matter mentioned above and in the substitution of one name for another. These machines are also used to print small quantities of forms for immediate use.

(b) The mimeograph machines are used entirely for the printing of office orders, text of revision, confidential preliminary reports, temporary forms, and other matter.

(c) Copies of work with cost and number of edition indicated thereon are attached. No journals, magazines, periodicals, or other similar publications are printed in this office. That work and all jobs of printing of any size is sent to the Government Printing Office.

Item 3.—(a) Two graphotypes, one model G–2, power driven, and one model G–1, foot power, are in use in this office. The power driven cost $385 and the foot power $235.

(b) Addressing machines, one electric drive addressograph, model F–2, costing $285, and two hand-operated machines, costing $55 each, are used for addressing office orders and circulars that are distributed to officers and others of the Ordnance Department in and out of Washington.

(c) No mailing machinery is used.

(d) The binding machinery in use in this office consists of a Tatum drill, which cost $535; a New Jersey stitcher, which cost $435; three Portland punches, at $90 each; a Diamond power paper cutter, which cost $505; and two perforating machines, cost unknown.

Item 4.—(a) Two people are employed, one at $1,400 per annum and one at $1,200 per annum, in the operation of multigraph; one is employed at $1,200 per annum as a typesetter for the multigraph; two mimeograph operators at $1,200 per annum, and three stencil cutters at $1,200 per annum are employed for the mimeograph; one supervisor at $1,400 per annum supervises the work in both multigraph and mimeograph, stencil cutting and typesetting. In the distribution of office orders, three persons are employed at $1,200 per annum. Four of the above are multigraph operators, four are typists, three are stenographers, and one is a clerk. All are paid from the additional roll of the Ordnance Department, 1920.

Item 5.—No one is employed in gathering, writing, or editing publicity and press matter included above. The press matter referred to above is not prepared or issued within this section; the only distribution made is of office orders and circulars that are handled according to mailing list, so that they may be reached by the people for whom they are intended. No matter is duplicated that can be sent to the Government Printing Office. It is not the intention of this office to duplicate any matter that should be handled as specified by the Joint Committee on Printing in their Circular No. 5. In the printing of forms, a small initial supply is duplicated and the balance of the order is placed with the Government Printing Office. This work is very carefully checked up, so that old forms will be used before a new order is placed. Multigraph and mimeograph machines have been found very useful for making slight changes on forms that have been found unsatisfactory. In this way they are made serviceable and a great saving has been effected in this manner.

Item 6.—As stated previously, all of this machinery was purchased during the war emergency and none has been purchased since March 1, 1919. It is believed that a very great amount of this work will be eliminated after the Claims Board and Salvage Board have completed the work assigned to them.

BUREAU OF INSULAR AFFAIRS.

Item 1.—This bureau has one multigraph machine, located at 1725 F Street NW. Cost $325. Seven or eight years old. Operated by hand; no motor; no self-feeder; use metal type; type set by hand from cylinder containing supply of type.

This bureau also has one mimeograph machine, located at 1725 F Street. Cost $160. Three or four years old. Operated by electric motor; equipped with self-feeder and automatic ink rollers.

Item 2.—Multigraph used to run tabulated statements including such as used in semiannual statistical statement of commerce of the Philippine Islands and similar work. See sample attached hereto. Run from 1,000 to 2,000 copies.

Circular letters and other matter required in connection with same. Fifty to five hundred copies. See samples herewith.

Mimeograph is used for printing narrative matter in connection with semiannual statistical statement of commerce of Philippine Islands. See sample herewith. Also to print circular letters, circulars, etc., involving too much typesetting to be done conveniently on the multigraph. Fifty to one thousand or more copies.

Item 3.—None in use.

Item 4.—Use of machines is very irregular. On average does not take one clerk's time for more than three or four hours a week. No particular clerk assigned to operate machines. Use of machines so irregular that matter to be run off is done by whatever employee is available at time. Matter set up by different clerks whose salaries range from $1,000 to $1,800. Where large number of copies are required machines run by messenger. Salaries paid from legislative, executive, and judicial appropriation act.

Item 5.—None employed.

Item 6.—None issued.

INDEPENDENT ESTABLISHMENTS.

NATIONAL ADVISORY COMMITTEE ON AERONAUTICS.

WASHINGTON, D. C., *March 17, 1920.*

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Congress of the United States, Washington, D. C.

SIR: In reply to your circular letter of February 20, 1920, requesting a statement concerning printing and duplicating devices, you are advised as follows:

Item 1.—This committee has one mimeograph machine, for operation by hand, which is located in room 2722, New Navy Building, and which cost $75.

Item 2.—The Office of Aeronautical Intelligence of this committee circulates weekly 40 copies each of two bulletins of six pages and one page, respectively, samples of which are attached. There are approximately three or four letters duplicated each month, and there is an average total of about 325 copies. Samples of three of these letters are inclosed.

Item 3.—None.

Item 4.—One typist, with pay at the rate of $1,140 per annum, utilizes approximately 20 per cent of his time operating the mimeograph.

Items 5-6.—None.

Respectfully,

NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS,
J. F. VICTORY, *Assistant Secretary.*

ALIEN PROPERTY CUSTODIAN.

WASHINGTON, D. C., *February 25, 1920.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SIR: Replying to your inquiry of the 20th instant, I beg to advise that the Alien Property Custodian has not purchased and does not maintain any equipment for the purpose of producing any printed or typewritten matter other than that which is used exclusively in the preparation of office records.

Respectfully,

N. B. DREHER, *Director.*

UNITED STATES CIVIL SERVICE COMMISSION.

WASHINGTON, D. C., *March 4, 1920.*

CHAIRMAN JOINT COMMITTEE ON PRINTING,
Room 69, United States Capitol, Washington, D. C.

SIR: Referring to your letter of February 20, 1920, regarding mimeographs and multigraphs and other devices now being used by the various Government offices in producing printed matter, the

commission has the honor to submit the following report covering the machines in use by this office:

Item 1.—One multigraph machine, motor-driven, prints with ribbon attachment and uses multigraph type set with fork, also has automatic ink rollers and self-feeder, purchased November 5, 1917, at a cost of $600. Machine located at commission's building, Washington, D. C.

Two mimeograph machines, motor-driven, using dermatype stencils for reproduction work, equipped with self-feeders, one machine purchased April 6, 1917, and the other machine purchased June 24, 1918. Cost of each machine $140. Both machines located in the commission's building, Washington, D. C.

Item 2.—The above-described multigraph and mimeographs are used for duplicating announcements of examinations and letters to local boards of examiners, where the work is needed immediately. All the circulars are for the purpose of advertising examinations and for communicating with local boards and representatives throughout the country. Often these are required on a few hours' notice, and it would be impossible for the Government Printing Office to print them within the time required. Samples are attached showing the work turned out by this office. The commission does not issue any journals, magazines, periodicals, or other similar publications.

On the multigraph machine the output for the last six months was 653,000 copies at a cost, including paper, of $1,143.

On the two mimeographs the output for the last six months was 1,056,000 copies at a cost, including paper, of $1,512.

Item 3.—One addressograph machine, motor driven, cost $325, located in commismission's building, Washington, D. C., was purchased May 20, 1918, on requisition of the commission under authority contained in the appropriation for contingent expenses of the Department of the Interior.

Two folding machines, motor driven, cost of both $307, one machine purchased April 24, 1916, and the other machine purchased on October 25, 1918. Both machines located in the commission's building, Washington, D. C., and purchased on requisition by the commission under authority contained in the appropriation for contingent expenses of the Department of the Interior.

Item 4.—On the multigraph machine there is one clerk, at $1,600 per annum, who gives one-third of his time to the supervision and operation of this machine, and a multigraph operator, at $1,400 per annum, who gives three-fourths of his time to the operation of the multigraph.

The first-named employee is carried on the statutory rolls of the commission and the second employee is detailed to the fourth civil-service district from the Federal Board for Vocational Education.

One clerk, at $1,200 per annum, devotes all his time to the operation of the mimeographs, and this employee is carried on the commission's salary roll for additional employees.

The addressograph machine is operated by a messenger boy, whose salary is $480 per annum. He is carried on the salary roll of the commission for additional employees, is employed about one day each week in the operation of this machine in connection with his other work.

Various employees of the office operate the folding machines when necessity arises and no regular employee is assigned to the supervision and operation of these machines.

Item 5.—The commission has no person who spends all or part of his time to gather, write, or edit publicity or press matter, except for the advertising of examinations.

Item 6.—None.

By direction of the commission:
Very respectfully,

MARTIN A. MORRISON, *President.*

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

WASHINGTON, D. C., *March 13, 1920.*

JOINT COMMITTEE ON PRINTING,
Washington, D. C.

GENTLEMEN: The commission has the honor to acknowledge receipt of your circular letter of February 20 in regard to the investigation of Government printing as made by the Joint Committee on Printing, and, in reply to the various paragraphs, you are advised as follows:

Item 1.—This commission has one motor-driven mimeographing machine which is used for all of the work of the commission. This machine was purchased April 28, 1917, at a cost of $145. It is equipped with a self-feeder, and, after the stencils have been prepared, it is operated by a messenger, who is also a supply-room custodian, who is paid at the rate of $840 per annum.

Item 2.—Inclosed herewith find copies of the different kinds of work done on the mimeographing machine.

Item 3.—In connection with the forms which the commission prepares on the mimeograph, you are advised that the purpose in doing this is that the form is in its experimental stage, and if, after using the form for some period, it is found not desirable to add any further question, then the commission has the form set up at the Government Printing Office.

Item 4.—During the past six months there has been no publicity matter printed on the mimeograph machine, and the only instance in the past when this has been done was when the commission made a summary of the principal facts embraced in the first annual report.

Item 5.—With reference to the folding and expense incident thereto, you are advised that these form letters are folded by any employee who may have occasion to use them; therefore, there is no additional expense.

It may be added, however, that at such times as there is delay at the Government Printing Office in supplying the commission with printing matter ordered, the commission has temporarily mimeographed some forms for immediate use. This has not been done at any time within the past year.

By direction of the commission:

Respectfully,

S. R. GOLIBART, JR., *Secretary.*

UNITED STATES BUREAU OF EFFICIENCY.

WASHINGTON, D. C., *February 25, 1920.*

HON. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SENATOR SMOOT: I submit herewith the information requested in your letter of the 20th instant regarding mimeographs, multigraphs, and other printing devices:

Item 1.—The printing equipment in the possession of the Bureau of Efficiency consists of the following:

1 multigraph (the American Multigraph Co.); lead type, set by hand and fed and operated by hand; original cost	$290
1 mimeograph with mimeoscope (A. B. Dick Co.); impression made from stencil; automatic feeder, and operated by motor; original cost	200
1 Commercial duplicator (Duplicator Manufacturing Co.); impression on gelatine roll from typewritten copy made with duplicating ribbon; operated by hand; original cost	100

Item 2.—This equipment is used almost exclusively for printing form letters, instructions, office memoranda, etc. Occasionally questionnaire forms are sent out to the various Government departments and leading business establishments. The choice of machine in each case is determined by the size and nature of the form to be printed. The following samples are submitted to illustrate the class of work turned out by each machine:

Exhibit A, printed on the multigraph, 4,000 copies, approximate cost per 100..	$1.13
Exhibit B, printed on the mimeograph, 300 copies, approximate cost per 100..	1.00
Exhibit C, printed on commercial duplicator, 500 copies, approximate cost per 100	2.10

Item 3.—No equipment for addressing, folding, and mailing forms is in the possession of the Bureau of Efficiency.

Item 4.—The operation of the printing equipment on hand does not require the continuous services of one person. When there is a necessity for this character of work any one of the stenographers may be called upon.

Items 5-6.—There are no persons engaged in gathering, writing, or editing publicity or press matter.

Very respectfully,

HERBERT D. BROWN,
Chief Bureau of Efficiency.

COMMISSION OF FINE ARTS.

WASHINGTON, D. C., *March 5, 1920.*

SIR: In reply to your letter of February 20 advising that the Joint Committee on Printing has ascertained that mimeographs, multigraphs, and other devices are now being used by various Government departments in the production of publicity matter instead of having the same printed by the Government Printing Office, or other printing plants, and requesting a report from the Commission of Fine Arts concerning this matter, I have to advise that the Commission of Fine Arts has complied strictly with the regulations set forth by the Joint Committee on Printing, and since July, 1919, has had all of its printing done at the Government Printing Office. The Commission of Fine Arts has had no occasion to use any mimeograph, or multigraph work.

By direction of the secretary:

Respectfully,

H. P. CAEMMERER,
Clerk to the Commission.

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

HOUSE OF REPRESENTATIVES.

WASHINGTON, D. C., *February 23, 1920.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

DEAR SIR: Replying to your circular letter of February 20, you are informed that in this office no mimeographs, multigraphs, or other similar devices are in use.

Very truly, yours,

WM. TYLER PAGE,
Clerk of the House of Representatives.

INTERNATIONAL HIGH COMMISSION.

TREASURY DEPARTMENT,
Washington, D. C., March 30, 1920.

SIR: Referring to your circular inquiry of February 20 with reference to the use of mimeograph, multigraph, and other devices, I have the honor to make the following report on behalf of the United States Section of the International High Commission:

1. The office of the United States Section of the International High Commission has no equipment of the kind indicated, and has had all work of this character done by the mimeograph section of the Treasury Department. In connection with the Second Pan American Financial Conference a number of statements, reports, lists, and circulars were produced during the months of December, January, and February. The amount and character of the paper used has not been calculated inasmuch as it will have been included in the general report submitted for the Treasury Department. It is not contemplated that further work will be required.

2. Until shortly prior to the convening of the Second Pan American Financial Conference, the work of assembling addresses and other material to be issued for publication during the conference was done as extra work, without compensation, by regular Treasury Department employees. On December 19, however, it became necessary to employ extra assistance for this work, and this extra help was kept until January 29, this date marking the close of the conference. The total compensation of such assistance, including clerical and messenger help required in the performance of these duties, amounted to $493. This compensation was paid from the appropriation made by the Sixty-fourth Congress in Public Act 379 for the defrayal of expenses arising in connection with the Second Pan American Financial Conference. The dispatch of committee reports and statements to which reference is made in the foregoing paragraph has been taken care of by the regular clerical employees of the office.

Respectfully,

D. F. HOUSTON,
Secretary of the Treasury,
and Chairman United States Section
International High Commission.

HON. REED SMOOT,
Chairman Joint Committee on Printing.

INTERSTATE COMMERCE COMMISSION.

WASHINGTON, D. C., *March 2, 1920.*

HON. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SENATOR: In reply to your inquiry of the 20th ultimo, I would advise that the Interstate Commerce Commission does not use any mimeograph, multigraph, or other device in connection with the printing of any publicity or press matter.

May I advise further that we have no person in the employ of this commission who is engaged in gathering, writing, or editing publicity or press matter.

Yours, truly,

G. B. MCGINTY, *Secretary.*

LIBRARY OF CONGRESS.

WASHINGTON, D. C., *March 9, 1920.*

SIR: In response to your communication of February 20:

Item 1.—The multigraphs, mimeographs, and similar devices now being used in the Library of Congress proper number three, as follows:

1 multigraph (flexotype), in office of chief clerk, original cost..... $191
Not operated by motor; not equipped with self-feeder, automatic ink roller, or other similar devices; metal type used; purchased 1914.

1 mimeograph, in Division of Bibliography, original cost..... 181
Operated by motor; has self-feeding attachment; stencil (cut on typewriter) is used; purchased 1917.

1 mimeograph, in Legislative Reference Division, original cost..... 120
Operated by motor; has self-feeding attachment; stencil (cut on typewriter) is used; purchased 1919 under appropriation for furniture (legislative act, July 8, 1918).

Item 2.—The work done by each machine is as follows:

Multigraph (flexotype) in office of chief clerk: Miscellaneous memoranda and certain communications requiring a dozen copies, more or less; also used to fill in addresses in printed letters. No record kept of number of copies struck off, probably not less than 50 or more than 500 in any instance. Unable to estimate cost.

The machine is operated only very occasionally and then by an assistant employed as photostat operator whose regular salary is $1,080.

Mimeograph in Division of Bibliography: Lists of references of a few sheets each when the copies required number more than can be furnished economically by typing and less than would justify the cost of printing. From 50 to 100 copies are struck off. Cost of paper in a year less than $75.

A junior messenger at $420 is employed a few hours a week in operating machine.

Mimeograph in Legislative Reference Division: Digests of bills of Congress, rush work. Number of sheets to a digest, 1 to 20. Number of copies struck off, 50 to 200. Number of issues in a month, 20 to 50. Cost of paper in nine months, $150.

Salary of operator, $720.

Specimens of the different kinds of matter struck off submitted herewith.

Item 3.—There is one addressing machine used in the Library proper; but no other equipment of any kind "used for the distribution of matter reported on herein."

The addressing machine is in the Card Division; purchased, 1903; original cost, $215.

One hundred thousand labels and from 7,500 to 10,000 envelopes addressed in course of year in connection with the sale and distribution of catalogue cards. There are 2,700 subscribing libraries, and the sales net the Government a profit.

The machine is used for about four hours once a week by a member of the force employed in card distribution work. His regular salary is $660.

Item 4.—Three persons are engaged part time and one full time in the operation of these machines:

Multigraph (flexotype) in office of chief clerk: Operated by assistant employed as photostat operator.

His work with the multigraph does not now average an hour a week.

Salary as photostat operator, $1,080; paid from appropriation "Salaries, Library of Congress, 1920" (legislative reference).

Mimeograph in Division of Bibliography: Operated by junior messenger.

Work with mimeograph averages a few hours each week.

Salary as junior messenger, $420, paid from appropriation "Salaries, Library of Congress, 1920."

Mimeograph in Legislative Reference Division: Operator at salary of $720, paid from appropriation "Salaries, Library of Congress, 1920" (legislative reference).

Addressing machine in Card Division: Operated by member of division staff who devotes on the average about four hours per week to this work.

His regular salary in connection with card distribution work is $660, paid from appropriation "Salaries, Library of Congress, 1920" (cards).

Item 5.—No member of Library staff engaged in "gathering, writing, or editing publicity or press matter."

Item 6.—No publicity and press matter prepared.

Respectfully,

HERBERT PUTNAM, *Librarian.*

Hon. REED SMOOT,
Chairman, Joint Committee on Printing.

PANAMA CANAL.

WASHINGTON, D. C., *March 9, 1920.*

JOINT COMMITTEE ON PRINTING,
Washington, D. C.

GENTLEMEN: In accordance with your circular letter dated February 20, 1920, relative to the use of mimeographs, multigraphs, and other similar devices, I beg to submit the following report on behalf of the Washington office of the Panama Canal. The various items are set forth in the order called for in your letter.

Item 1.—Two rotary mimeograph machines (Edison-Dick); one machine being held in service to take care of breakdown of the other machine, and when the quantity of work demands it both machines are used at the same time. These machines are located at the Panama Canal office, 1709 G Street NW., Washington, D. C. Both machines are operated by motor, equipped with self-feeders and automatic ink rollers. No metal type is used. One machine was purchased September 11, 1913, at $140, and the other machine on July 2, 1917, at $145. No machine has been bought since March 1, 1919.

Item 2.—The mimeograph machines are principally used for printing mimeographed circulars inviting bids for supplies where delivery of the material is urgently needed or the amounts involved are small. It has been our practice to issue mimeographed circulars inviting bids in this manner for the last 15 or 16 years, and it has been found that by inviting bids through this form of advertisement considerable expense has been saved; also considerable time is saved in the issuance of circulars when bids are invited under mimeographed circulars rather than printed circulars. Samples of the work are attached hereto.

In addition to the circulars just referred to there is a small amount of mimeographing work done in connection with various forms used in the Washington office of the Panama Canal. The cost of these forms is included in the cost given below for ink, paper, etc. Samples of these forms are also inclosed herewith.

Forty circulars inviting bids were issued during the period July 1 to December 31, 1919, inclusive, approximately 11 pages to the circular and 1,000 copies of each circular.

The cost of this mimeographing was as follows:

Cost of ink, stencils, and repairs to machines		$203.20
Cost of paper (1,000 reams)		$941.70
Weight of paper, 17 by 28 inches	pounds	30
Two stapling machines	each	$2.50
Cost of staples		$8.00

Item 3.—One addressograph machine, with power attachment, is in use in this office, the same having been purchased on November 19, 1914, at a cost of $157.50. This machine was purchased under the general authority contained in the Panama Canal act approved August 24, 1912, and the authority contained in congressional appropriations for the operation and maintenance of the Panama Canal.

Item 4.—Two employees designated as messenger-clerks, at salaries of $1,000 and $780, respectively, per annum (plus bonus), handle the operation of the mimeograph machines and the distribution of the mimeographed circulars. It should be stated, however, that only about 40 per cent of their time is consumed in this work.

The operation of the addressograph machine requires the time of one messenger boy about two hours a week. This work is performed in addition to his regular duties as messenger boy, and he receives no additional compensation therefor.

Items 5–6.—None.

Very respectfully,

A. L. FLINT, *Chief of Office.*

GOVERNMENT PRINTING OFFICE.

WASHINGTON, D. C., *March 9, 1920.*

SIR: This will acknowledge receipt of your circular of February 20 relative to the question of mimeographs, multigraphs, and other devices that are now being used by the various Government departments and services in the production of vast publicity matter and printing instead of having same printed by the Government Printing Office or other printing plants.

Replying thereto, you are advised that this office uses no mechanical devices for publicity work, with the exception that the purchasing division has a duplicating machine which is used in making duplicates of specifications from original typewritten copy. The cost of this machine is $45. No type of any kind is used and no additional employees required to operate it. It is a saving in stenographic force where the number of copies is greater than can be reproduced on a typewriter in one writing. When specifications in excess of 50 copies are required, they are printed in the office.

Respectfully,

CORNELIUS FORD, *Public Printer.*

CHAIRMAN JOINT COMMITTEE ON PRINTING,
United States Senate, Washington, D. C.

PUBLIC BUILDINGS COMMISSION.

WASHINGTON, D. C., *February 23, 1920.*

HON. REED SMOOT,
Chairman Joint Committee on Printing.

MY DEAR SENATOR: Reference is made to your letter of the 20th instant, making inquiry as to the amount of machinery and other equipment in possession of this commission used in producing printed or duplicated matter.

In reply, you are advised that there is no equipment of this sort in possession of the commission.

Yours, very truly,

EDWARD CLARK, *Secretary.*

FEDERAL RESERVE BOARD.

WASHINGTON, D. C., *March 8, 1920.*

JOINT COMMISSION ON PRINTING,
Washington, D. C.

GENTLEMEN: In response to your printed letter of February 20, with reference to the issuance of publicity matter prepared other than by the Government Printing Office, the following is submitted:

The Federal Reserve Board issues weekly in mimeograph form a statement of condition of Federal reserve banks as required in section 11a, which provides that the Federal Reserve Board—

shall publish weekly a statement showing the condition of each reserve bank and a consolidated statement for all banks.

The only other publicity matter issued by the board in other than printed form prepared by the Government Printing Office consists of certain brief statements for the press, containing information regarding the operation of the Federal reserve banks or statements on allied banking and business statistics.

The expenses of the Federal Reserve Board are met by levy against the earnings of the Federal reserve banks, and no salaries or expenses in connection with the operation of the Federal Reserve Board are met by congressional appropriation.

Very truly, yours,

R. G. EMERSON, *Assistant Secretary.*

UNITED STATES SHIPPING BOARD.

WASHINGTON, D. C., *March 23, 1920.*

Hon. REED SMOOT,
United States Senate, Washington, D. C.

MY DEAR SENATOR SMOOT: In response to your letter of the 20th ultimo, asking for a statement from the Shipping Board as to the extent to which mechanical duplicating is being done instead of having the same printed or reproduced by the Government Printing Office or other plants, the following is submitted by corresponding paragraphs:

Item 1.—Number, kind, location, and cost of all machinery for duplicating purposes:

	Cost.
2 multigraph machines, motor driven, equipped with self-feeders, automatic ink rollers, metal type, composed by hand forks from flexo and compo typesetters; purchased prior to Mar. 1, 1919	$1,538.00
6 mimeograph machines, motor driven, equipped with self-feeders, semiautomatic inking equipment, dermatype stencil sheets prepared on typewriting machines; purchased: 2 on May 22, 1919; 2 on May 29, 1919; 2 prior to Mar. 1, 1919, by authority of the secretary of the United States Shipping Board	840.00
1 commercial duplicator No. 1, semiautomatic feed, equipped with gelatine roll, uses master sheets prepared on typewriting machines; purchased prior to Mar. 1, 1919	85.00
4 photostat machines, No. 3, Eastman; purchased prior to Mar. 1, 1919	4,619.92
2 revolute dryers used in connection with the photostat machines; purchased prior to Mar. 1, 1919	912.00
6 paper cutting machines for trimming photostat productions; purchased prior to Mar. 1, 1919	114.00

All of the equipment enumerated above is located at 1319 F Street NW., this city, and, with the exception noted under mimeograph machines, was purchased prior to March 1, 1919.

Item 2.—The equipment listed in the foregoing paragraph is utilized in producing letter forms, card forms, office circulars, letterheads for emergency use, interoffice memoranda, etc., reproducing Treasury vouchers, etc. The number of copies varies from 1 in the case of photostats of vouchers, to 150,000 in the case of letterheads. Samples of the work accomplished on the multigraph machines, marked "A," are attached; these samples give an idea of the character and average quality. The cost of paper varies according to size, weight, color, etc.

The mimeograph equipment is used in producing letter froms, card forms, office circulars, etc., the number of each varying according to the requirements of the respective authors. The forms attached, marked "B," are samples of this class of work. As a general thing, the most inexpensive paper is used in connection with the mimeograph machines.

The photostat equipment is used in reproducing maps, charts, tracings, vouchers, checks, correspondence, reports, and miscellaneous data of which facsimiles are required or where the matter to be reproduced is of such an intricate character as to entail prohibitive expense if otherwise copied. No samples of this class of work have been retained, and none are submitted.

No journals, magazines, periodicals, or similar publications are printed by the Shipping Board.

Item 3.—

	Cost.
1 Addressograph machine, 1–F–1B, motor driven; purchased Aug. 26, 1919, by authority of the secretary of the United States Shipping Board	$250
1 Portland multiple punching machine, with punching members, motor driven; purchased prior to Mar. 1, 1919	330
1 Boston wire stitcher No. 2; purchased from the Emergency Fleet Corporation on Nov. 12, 1919, by authority of the secretary of the United States Shipping Board	205
1 standard envelope sealer, model H; purchased prior to Mar. 1, 1919	50
1 electric letter opener; purchased prior to Mar. 1, 1919	25

Item 4.—The number of persons employed in the operation and supervision of the machines and equipment reported on under paragraphs 1 and 3 is detailed below:

Multigraph unit.—3 persons in the operation and supervision of machines and equipment, Room 204, 1319 F Street:

	Per annum.		Per annum.
1 at	$1,200	2 at each	$1,080

All carried on the Division of Operations pay roll.

Mimeograph unit.—5 persons employed in operating machines and supervision of work and equipment, Room 204, 1319 F Street:

	Per annum.		Per annum.
1 at	$1,200	1 at	$780
2 at each	900	1 at	720

All carried on the Division of Operations pay roll.

Commercial duplicator.—This machine is little used, and is operated by various individuals without specific salary charge.

Addressograph machine.—Operated by various individuals without specific salary charge.

Punching machine and wire stitching machine.—Operated by individuals attached to the stenographic and typing units.

Photostat unit.—

	Per annum.		Per annum.
1 at	$1,560	1 at	$960
4 at each	1,200	5 at each	900
6 at each	1,080	1 at	840
1 at	1,000	1 at	720

All of these individuals are located in Room 205, 1319 F Street, and are carried on the pay rolls of the Division of Operations, as clerks.

Item 5.—One individual, at a salary of $3,600 per annum, and one messenger at a salary of $480, are assigned to the secretary's office and charged with the distribution of publicity matter to the public and the press. It is the duty of this employee to keep in touch with the activities of the various shipyards, the Emergency Fleet Corporation, and the Shipping Board, and to maintain information concerning them for issue to representatives of trade organizations, chambers of commerce, officials, or newspapers. He is also charged with editing articles on recruiting in connection with the merchant marine, and such other duties as would obviously attach thereto. Authority for the employment of this man is contained in section 4 of the Shipping Board Act. He is paid from Shipping Board appropriations, as is also the messenger at $480 per annum.

Item 6.—The quantity of publicity and press matter is restricted to correspondence or press notices. In the latter case, a medium weight of soft mimeograph paper is used; a sample of such a notice is attached hereto, marked "C".

For the information of and possible interest to the Joint Committee on Printing, I am also forwarding a report with exhibits as submitted by the Emergency Fleet Corporation, of Philadelphia, Pa. These are marked "D".

Very respectfully, yours,

JOHN J. FLAHERTY, *Secretary.*

SMITHSONIAN INSTITUTION.

WASHINGTON, *February 25, 1920.*

SIR: In reply to your communication of February 20, I beg to say that there are no mimeograph or other duplicating machines in the Government branches under the Institution which are used for other than correspondence and office-record matters.

Very respectfully, yours,

C. D. WALCOTT, *Secretary.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
February 27, 1920.

Mr. C. D. WALCOTT,
Secretary Smithsonian Institution.

DEAR SIR: I have your letter of February 25, 1920, stating in response to the committee's inquiry of February 20 that there are no mimeographing or other duplicating machines in the Government branches under the Smithsonian Institution which are used for other than correspondence and office-record matters.

I inclose herewith a number of publicity articles received from the Smithsonian Institution. For the information of the committee, will you kindly advise me how these and similar articles have been produced and who owns the machines used for this work? The committee's inquiry of February 20 was intended to include such publicity matter as I inclose herewith.

Kindly return the articles with your reply.

Respectfully,

REED SMOOT, *Chairman.*

SMITHSONIAN INSTITUTION,
Washington, D. C., March 1, 1920.

DEAR SENATOR: I beg leave to acknowledge the receipt of your letter of February 27, replying to mine of the 25th, in which I stated that there are no mimeographing or other duplicating machines in the Government branches under the Smithsonian Institution which are used for other than correspondence and office record matters.

Replying to your further inquiry, I beg leave to say that the press statements to which you refer are prepared by the editor of the Institution, who is paid from the Smithsonian fund; the clerk in his

office who writes the stencils is also paid from the Smithsonian fund; the messenger boy who prints the articles is paid from the Smithsonian fund, and the mimeograph machine on which they are printed was bought and paid for from the Smithsonian fund. The Smithsonian fund, as you know, was established "for the increase and diffusion of knowledge among men," and we regard the dissemination of scientific information in popular form through the press to the public as one of the important agencies for carrying out the founder's wishes.

The statements which you inclosed are returned herewith as requested.

Sincerely, yours,

CHARLES D. WALCOTT, *Secretary.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

UNITED STATES TARIFF COMMISSION.

WASHINGTON, D. C., *February 25, 1920.*

MY DEAR SENATOR: Replying to your inquiry of the 20th instant, we beg to advise you that this commission has in its use the following equipment of the character referred to by you:

One mimeograph machine, one multigraph machine, and one addressograph machine—

which are used in connection with the correspondence of the office incidental to the transaction of its routine business. No person is assigned exclusively to the operation of these machines, and the only publicity matter which is sent out by their use consists of press notices as to the availability of publications of the commission. Each of these machines is driven by electric motor and uses ribbons for making the impressions. It is not believed that the amount or character of work done on these machines is sufficient to have any appreciable effect upon the total which will be shown by reports from Government establishments as a whole.

If further details are desired, we shall be glad, of course, to furnish them at any time.

Very truly, yours,

UNITED STATES TARIFF COMMISSION.
By JOHN F. BETHUNE, *Secretary.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

FEDERAL BOARD FOR VOCATIONAL EDUCATION.

WASHINGTON, D. C., *March 15, 1920.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

SIR: There is transmitted herewith, in response to a request of the Joint Committee on Printing, under date of February 20, 1920, by the Federal Board for Vocational Education, the following material:

1. Table containing information asked for in numbered paragraph 1 of the committee's communication.

2. Table containing information asked for in numbered paragraph 3 of the committee's communication.

3. Statement containing information asked for in numbered paragraph 4 of the committee's communication.

4. Statement containing information asked for in numbered paragraph 5 of the committee's communication.

5. Statement containing information asked for in the first half of numbered paragraph 6 of the committee's communication.

This material covers only the offices of the board in Washington. A report covering the field service of the board will be made on or before April 15, 1920.

Regarding the request of the committee made in portions of numbered paragraphs 2 and 6 of its communication, the board desires to state that it is impossible to obtain an approximation of the kind and weight of paper used in the publication of such matter during any period, for the reason that the consumption of paper used in mimeographing also covers forms and circulars issued in connection with the interoffice work of the board, both in Washington and the field, and because no classified record has been kept of the uses to which paper consumed in mimeographing has been put. For this reason any attempted statement would be misleading and of no value.

The request of the committee made in a portion of numbered paragraph 5 of its communication, to state the authority for the employment of the class of persons therein referred to, is not understood. Such information as the committee desires will be promptly furnished upon receipt of further advice in the premises.

Samples of publicity matter produced and distributed are herewith submitted. These samples cover a period beginning September 1, 1919, and ending February 29, 1920.

All such material has been mimeographed. None has been printed. This matter has been compiled and distributed from the board's offices in Washington. The field service of the board has neither produced nor distributed such matter.

This publicity material is divided into three parts:

1. The lists show the names of men in training, their home towns, and the institutions in which they have been placed. Information of this kind has frequently been asked for by a considerable number of Members of Congress. In their requests they explained that it was desired to have this information in order that they might be in a position to answer inquiries from their constituents from time to time as to the progress which the board was making in handling the cases of disabled soldiers, sailors, and marines. This material was also sent to the larger newspapers of the country upon the suggestion of certain Members of Congress, and has been widely distributed to date. These lists were also requested by mayors of various cities, especially in the larger cities of the United States. They were also used by the Red Cross, the Public Health Service, and the War Risk Bureau.

2. The typewritten material on second sheets consists of feature stories which were mailed with photographs to newspapers of the United States, upon the request of editors. A letter was received requesting each article here shown; and the board has also received numerous letters from editors requesting the same material, which it was unable to furnish. The purpose of these articles is to show what the Government has been doing for its disabled soldiers, sailors, and marines.

3. The mimeographed material consists of general stories sent to newspapers, magazines, and periodicals upon request. The article entitled "Women in Industry Since the War" was written by Mrs. Anna Laylor Burdick, the board's special agent for women's trades, for the Vocational Summary, which is published by the board and printed at the Government Printing Office. As soon as the edition of the Summary in which this article appeared had been distributed requests for the article from all sections of the country began to be received by the board in large number. In order to meet these demands, it was deemed necessary to supply them with a mimeographed copy of the article.

The greatest possible economy has been practiced in the use of paper. None of this material has been sent to Washington correspondents, and in practically every case, as above stated, the material has been sent only upon the request of an editor of a newspaper.

The photographs of individuals have been secured at no cost to the Government, having been furnished in each case by the trainee or by the head of the institution in which he was placed. The photographs showing groups of men in training were in all cases furnished without cost to the Government by the institutions to which the men had been sent.

By direction of the board.

Respectfully,

JAMES P. MUNROE, *Vice Chairman.*

Items 1 and 3:

Number.	Kind.	Location (building).	Cost.	How operated.	Self or hand fed.	Remarks.
2	Addressograph	Maltby	$307 800	Motor	Hand... Self...	$800 machine is automatic.
1	Hectograph	...do...	175	Hand		
4	Mimeograph	...do...	720	Motor	Self	Complete.
3	...do.[1]	Food Administration.	445	...do...	...do...	Do.
1	Mimeoscope	Maltby	40	Hand		Complete with tools.
1	...do...	Food Administration.	40	...do...		Do.
1	Multigraph [2]	Maltby	560	Motor	Both	
1	Sealing machine	...do...	300	...do...	Self	

[1] Purchased since Mar. 1, 1919, under authority of appropriation for "Vocational Rehabilitation, 1920."
[2] With senior printer, typesetter, tabular stand, printing ink attachment, and signature device.

Item 4:

1. Number of persons employed in the operation and supervision of duplicating machines and equipment, 10.

MALTBY BUILDING.

Name.	Title and duties.	Salary.	Fund from which paid.
Allen, James H	Clerk, addressograph; supervisor of duplicating work.	$1,500	Vocational rehabilitation.
Cownes, Florelle	Graphotype operator	1,080	Do.
Flatow, John L	Addressograph mechanician	1,320	Do.
Reithmeyer, Joseph R	Skilled laborer; operates machines a good deal.	840	Do.
Walker, Mary Abbie	Multigraph operator	1,400	Do.
Wood, Mrs. Francis E	Plate cutter and addressograph operator.	1,320	Do.
Youngs, Elphonzo, jr	Messenger; mimeograph operator	1,000	Vocational education.

NINETEENTH AND D STREETS.

Name.	Title and duties.	Salary.	Fund from which paid.
Moore, Wm. B	Clerk; supervisor of mimeograph work (central office).	$1,200	Vocational rehabilitation.
Miles, Joseph J	Multigraph operator: mimeograph operator.	1,200	Do.
Youngs, Elphonzo, sr	Skilled laborer: mimeograph operator..	1,100	Do.

Item 5:

MALTBY BUILDING.

2. Persons engaged either all or part of their time in gathering, writing, or editing publicity or press matter, not including bulletins, documents, and reports authorized by law, 3.

Name.	Title and duties.	Salary.	Fund from which paid.
Field, Albert G	Agent in charge of department of information, writing (full time).	$2,000	Vocational Rehabilitation.
Dunlap, Henrietta F	Clerk, gathering and writing press matter (full time).	1,560	Do.
Meade, Estelle H	Clerk, filing and writing press matter (full time).	1,400	Do.

WAR FINANCE CORPORATION.

WASHINGTON, D. C., *February 26, 1920.*

Hon. REED SMOOT,
Chairman Joint Committee on Printing.

SIR: Receipt is acknowledged of your circular of the 20th instant, in which it is stated that the Joint Committee on Printing has ascertained that mimeographs, multigraphs, and other devices are now being used by the various Government departments and services in the production of vast quantities of publicity matter and printing, instead of having the same printed by the Government Printing Office or other printing plants.

In this connection I would advise that none of the above-mentioned devices are being used by the War Finance Corporation in the production of publicity matter, printing, etc.

Respectfully,

C. W. HANFORD, *Chief Clerk.*

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